

VILLAGE OF DOWNERS GROVE
Report for the Village
7/6/2021

SUBJECT:	SUBMITTED BY:
Contracts for residential permit review with Safebuilt and TPI Building Code Consultants	Stan Popovich, AICP Director of Community Development

SYNOPSIS

A motion is request to award two individual contracts for one year each for residential development review services to Safebuilt and TPI Building Code Consultants, Inc (TPI), each not-to-exceed an amount of \$80,000.00.

STRATEGIC PLAN ALIGNMENT

The goals for 2019–2021 include *Exceptional Municipal Services* and *Continual Innovation*.

FISCAL IMPACT

The budget provides \$160,000 (\$80,000 each) in the General Fund for these contracts. The actual cost will be based on the number and type of building permit applications submitted. Costs of these contracts are covered by building permit fee revenue.

RECOMMENDATION

Approval on the July 6, 2021 consent agenda.

BACKGROUND

The Community Development Department manages the development permitting process. Much of the development in the Village is for residential projects. These permit types include but are not limited to new houses, additions, kitchen remodels, decks and pools. The Village currently employs one residential project manager who manages all of the residential permit applications. Staff is currently supported by two consultants (Safebuilt Illinois, LLC and TPI Building Code Consultants, Inc.) who perform the majority of the residential permit reviews.

The Village's two current contracts for residential permit review services are set to expire on July 9, 2021. The two proposed contracts will begin on July 10, 2021. In accordance with the Village's Purchasing Policy, staff issued a Request for Proposals. Three firms submitted a proposal:

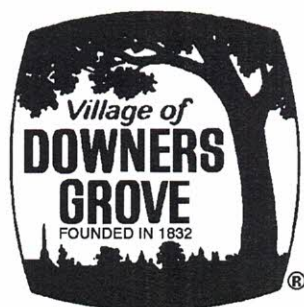
- Safebuilt Illinois, LLC (Safebuilt)
- TPI Building Code Consultants, Inc. (TPI)
- Willdan

Staff recommends awarding the two contracts to Safebuilt and TPI. Both Safebuilt and TPI's hourly rates were less than the rates provided by Willdan. Additionally, Safebuilt and TPI have been providing satisfactory permit review services to the Village since 2018. Both firms have demonstrated knowledge and compatibility with the Village approach to development review and customer service.

ATTACHMENTS

Contracts

Village of Downers Grove



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: T.P.I. Building Code Consultants, Inc.

Project Name: Residential Permit Review Services
 Proposal No.: RFP-RFP-2-2021/meg
 Proposal Due: 12:00 p.m., Friday, May 28, 2021

Required of Awarded Contractor:

Certificate of Insurance: Yes

Legal Advertisement Published: May 14, 2021, 12:00 p.m.

Date Issued: May 14, 2021, 12:00 p.m.

This document consists of 24 pages.

Return **original** and **one (1) Flash Drive** of proposal in a **sealed envelope** marked with the Proposal Number as noted above to:

ATTN: Stan Popovich
 VILLAGE OF DOWNERS GROVE
 801 BURLINGTON AVENUE
 DOWNERS GROVE, IL 60515
 PHONE: 630/434-5515
www.downers.us

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The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Village Hall, 801 Burlington Avenue, Downers Grove, IL 60515.

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this Contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original, and one (1) Flash Drive of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

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I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to **12:00 P.M., FRIDAY, MAY 28, 2021.**
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: Stan Popovich, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions

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necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.

3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

4. RESERVED RIGHTS

4.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposals will not be waived.

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

5.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

6. USE OF VILLAGE'S NAME

6.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer 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 in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

8. NONDISCRIMINATION

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8.1 Proposer shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

8.2 It is unlawful to discriminate on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Sec. 12101 et. seq.

9. SEXUAL HARASSMENT POLICY

9.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

10. EQUAL EMPLOYMENT OPPORTUNITY

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment

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because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in 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, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 That it will 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 Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, 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 the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, 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

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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 Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. PATRIOT ACT COMPLIANCE

- 12.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to

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the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

13. INSURANCE REQUIREMENTS

- 13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:
 - 13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
 - 13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
 - 13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
 - 13.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;
 - 13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - 13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
 - 13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.
- 13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

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14. CAMPAIGN DISCLOSURE

- 14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
- 14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

15. SUBLETTING OF CONTRACT

- 15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

16. TERM OF CONTRACT

- 16.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

17. TERMINATION OF CONTRACT

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

18. BILLING & PAYMENT PROCEDURES

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any

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bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.
- 18.3 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

20. STANDARD OF CARE

- 20.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.
- 20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

21. GOVERNING LAW AND VENUE

- 21.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

22. SUCCESSORS AND ASSIGNS

- 22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and

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their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

23. WAIVER OF CONTRACT BREACH

23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

24. AMENDMENT

24.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

25. NOT TO EXCEED CONTRACT

25.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

26. SEVERABILITY OF INVALID PROVISIONS

26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

27. NOTICE

27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

28. COOPERATION WITH FOIA COMPLIANCE

28.1 Contractor acknowledges that the Freedom of Information Act does apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. (5 ILCS 140/1 et seq.)

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29. COPYRIGHT or PATENT INFRINGEMENT

- 29.1 The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

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III. DETAIL SPECIFICATIONS

1. BACKGROUND

The Village of Downers Grove processes over 2,300 building permit applications annually, including approximately 60 new single family residential permits, 350 residential remodels and additions and 300 decks, pools and patios. All residential building permit applications must comply with the 2015 ICC family of residential codes, in addition to the building codes listed on the Village's [website](#). The Village has full responsibility to interpret and enforce the provisions of these codes. The Village is seeking professional consultant services to meet the following objectives:

- A. To review the following residential permit applications
 - a. New single family
 - b. Remodeling
 - c. Additions
 - d. Accessory structures (detached garages)
 - e. Pools and hot tubs
 - f. Decks
 - g. Patios
 - h. Irrigation systems
- B. To review commercial permits on an occasional basis.
- C. To ensure accurate enforcement of Village, State, and Federal building related standards.
- D. To meet the technical expertise requirements of the ICC residential family of codes.
- E. To achieve consistency of code interpretation.

The Village desires that the selected Consultant must be well-qualified in all of the following areas:

- A. General municipal architectural, structural, mechanical, and energy efficiency regulatory review, electrical, plumbing, and zoning.
- B. 2015 ICC family of residential codes.
- C. Ability to use Bluebeam Revu software for plan reviews.

If the Consultant does not meet technical expertise requirements for all areas, an agreement with one or more sub-consultants will be considered. However, the Village may choose to select a Consultant based solely on expertise in just one area. The Village also reserves the right to select more than one consultant, in order to help with periods of peak workload or potential conflicts of interest.

2. DETAILED SCOPE OF ARCHITECTURAL REVIEW SERVICES

- A. Review residential permit applications associated with proposed residential improvements in the Village. Residential permit types may include, but are not limited to: new single family residential, residential remodels and additions, detached garages, decks, swimming pools and

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hot tubs, patios, and irrigation systems. This may also include new single family homes constructed on existing building foundations.

- B. Occasionally review commercial permits when Village staff is not available for an extended period of time. Permit types may include, but are not limited to: new commercial, new multi-family residential, commercial remodeling and additions.
- C. Provide a review letter to the Village for each permit submittal cycle. If a submittal is not sufficiently complete to warrant a full review, the Consultant shall send a letter stating such to the Village.
- D. Ability to review drawings use Bluebeam Revu software. The Village is updating its ERP system and anticipates going to electronic permit review within the next 12-18 months.
- E. Confer with the Village Building Division Manager in all cases where code language may be subject to interpretation.
- F. Seek opinions from the Village Building Division Manager when needed to guide code interpretations.
- G. Review architectural, electrical, energy conservation, mechanical, plumbing and structural drawings in addition to specifications.

3. DELIVERABLES

- A. Review letters provided in an editable format (i.e. Microsoft Word) and other correspondence as required by the Scope.
- B. Monthly billing invoices accompanied by detailed descriptions of the project (e.g. "1st review for 123 Main Street"). Separate project numbers shall be assigned for each review project, and the total project billing shall be calculated and provided to the Village via e-mail within 24 hours of the Consultant's recommendation for permit approval or upon request by the Village.

4. PROVISIONS BY VILLAGE

The Village can provide the selected Consultant one copy of each of the following as needed:

- A. Village of Downers Grove Building Code amendments
- B. Standard format for Village review letters as needed.

5. SCHEDULE

This Contract shall be in effect for a calendar year from the date of execution by the Village. The Village has the ability for two renewals on this contract. Any annual rate adjustments shall be as stated in the proposal and as agreed upon by the Village in the RFP selection process.

The following are the required schedule performance requirements for reviews:

Project Type	Allowable Return Time
Standard 1 st Review	8 business days

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Subsequent submittals	4 business days
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6. CONSULTANT PROPOSAL CONTENT

Proposals should be as succinct as possible. Unnecessary promotional material will only detract from the overall presentation. Include the following elements:

- A. Name and address of the firm's local office and primary contact person.
- B. Résumés of key and support staff.
- C. Any sub-consultant services and their qualifications planned for this project.
- D. Pertinent project experience summary sheets of the firm(s) with names of project contacts, cost, location, and brief project descriptions. Appropriate projects within the last 3 years are sufficient.
- E. List of all current and recent clients, and their contact information, for projects within the Village (within the past 3 years). Also include this information for any subsidiaries or other companies in which the Consultant has a significant financial interest.
- F. A brief description of any disputes and litigation resulting from architectural review services performed within the last three (3) years.
- G. Any limitation on the total number of staff hours that can be allocated to work under this contract on a monthly basis.
- H. Two previous new single family review letters that were completed for another municipality.

7. COMPENSATION / AGREEMENT

The Village generally uses the method of compensation for professional review services to be based on hourly-charged rates plus expenses with a not-to-exceed total cost. The Consultant will be compensated on a direct time and materials basis. No minimum or maximum workload is implied by this Contract.

Included within the overall sealed proposal, list the hourly rates of staff indicated in the above Item 6.B, your proposed burden, fringe, overhead and profit rates (multiplier). Provide annual rate adjustments in the proposal, if necessary.

8. CONSULTANT EVALUATION

Proposals will be evaluated based on the following criteria:

- A. Capability and experience on comparable projects.

The Consultant must demonstrate meeting of applicable technical expertise requirements as outlined in the 2015 ICC family of residential codes.

- B. Previous similar municipal architectural review services.

The Consultant must demonstrate on-going or previous experience completing these review services for other municipalities.

- C. Proposed staff and rates.

Village of Downers Grove

Demonstrate the appropriate mix of design professionals and technical staff and experience on similar projects. The Village desires to maintain hourly rates that are consistent with industry standards while providing high quality services to our customers.

D. Interviews

The Village reserves the right to conduct interviews with all or some of the proposers at any point during the evaluation process. In the event interviews are conducted, information provided shall be taken into consideration when evaluating proposals.

9. OTHER PERTINENT DETAILS

The Department of Community Development will administer this contract. The primary points of contact will be the Building Division Manager and the Director of Community Development.

Village of Downers Grove

IV. PROPOSER'S RESPONSE TO RFP (Professional Services)

(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the Contract with the Village.)

Village of Downers Grove

V. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

PROPOSER:

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

Date: May 27, 2021

Company Name

tpi1@tpibcc.com

231-235 Spruce Street

Email Address

Street Address of Company

South Elgin, Illinois 60177

JoAnne Tisinai, CEO

Contact Name (Print)

City, State, Zip

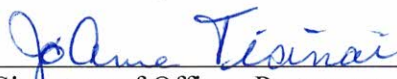
(630)664-3559

(630) 443-1567

13-Hour Telephone

Business Phone

(630)443-2495



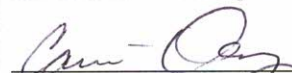
Signature of Officer, Partner or
Sole Proprietor

Fax

JoAnne Tisinai, CEO

Print Name & Title

ATTEST: If a Corporation



Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

Village of Downers Grove



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: T.P.I. Building Code Consultants, Inc.

ADDRESS: 321-325 Spruce Street

CITY: South Elgin

STATE: Illinois

ZIP: 60177

PHONE: (630) 443-1567 FAX: (630) 443-2495

TAX ID #(TIN): 36-4368813

(If you are supplying a social security number, please give your full name.)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

- | | |
|----------------------|--|
| Individual | Limited Liability Company – Member-Managed |
| Sole Proprietor | Limited Liability Company- Manager-Managed |
| Partnership | Medical |
| Corporation | |
| Charitable/Nonprofit | Government Agency |

SIGNATURE: *JoAnne Tesina*

DATE: 5-25-21

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to Residential Permit Review Services, Proposer T.P.I. Building Code Consultants, Inc. hereby certifies
(Name of Project) (Name of Proposer)
the following:

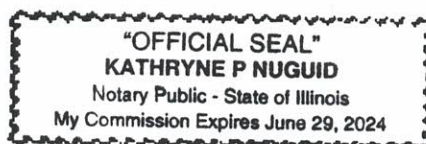
1. Proposer is not barred from bidding this Contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: *Jo Anne Tesina*
Proposer's Authorized Agent

3	6	-	4	3	6	8	8	1	3
---	---	---	---	---	---	---	---	---	---

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number



Subscribed and sworn to before me
this 20th day of MAY, 2021.

Kathryn P. Nuguid
Notary Public

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) Corporation (S Corp)

The Proposer is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of T.P.I. Building Code Consultants, Inc., and the full names of its Officers are as follows:

President: Steve J. Tisinai; JoAnne Tisinai, CEO

Secretary: Carrie Ortiz

Treasurer: Steve V. Tisinai

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Limited Liability Company (LLC)

The Bidder is a LLC organized and existing under the laws of the State of _____, which operates under the legal name of _____, and the full names of its managers or members are as follows:

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

(c) Partnership

Names and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____

which name is registered with the office of _____ in the State of

_____.

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 3 of 3)

(d) Sole Proprietor

The Proposer is a Sole Proprietor whose full name is: _____
 and if operating under a trade name, said trade name is: _____
 which name is registered with the office of _____ in the State of _____.

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract? YES NO (circle one)

Insurer's Name Bechtold Insurance Agency

Agent Greg Bechtold

Street Address 502 N. Plum Grove Road

City, State, Zip Code Palatine, Illinois 60067

Telephone Number (847) 529-9507

I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: T.P.I. Building Code Consultants, Inc.

Print Name and Title of Authorizing Signature: JoAnne Tisinai, CEO

Signature: 

Date: May 27, 2021

Village of Downers Grove

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.

Company Name: T.P.I. Building Code Consultants, Inc.

Address: 321-325 Spruce Street

City: South Elgin, Illinois Zip Code: 60177

Telephone: (630) 443-1567 Fax Number: (630) 443-2495

E-mail Address: T.P.I. Building Code Consultants, Inc.

Authorized Company Signature: _____

(Print)Name: JoAnne Tisinai Title of Official: CEO

Date: May 27, 2021

Village of Downers Grove

Campaign Disclosure Certificate

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

☒ Proposer/vendor has not contributed to any elected Village position within the last five (5) years.


Signature

JoAnne Tisinai, CEO
Print Name

☐ Proposer/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name

Village of Downers Grove

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.

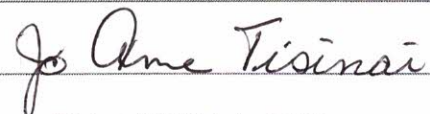
Company Name: T.P.I. Building Code Consultants, Inc.

Address: 321-325 Spruce Street

City: South Elgin, Illinois Zip Code: 60177

Telephone: (630) 443-1567 Fax Number: (630) 443-2495

E-mail Address: T.P.I. Building Code Consultants, Inc.

Authorized Company Signature: 

(Print)Name: JoAnne Tisinai Title of Official: CEO

Date: May 27, 2021



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

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

Village of Downers Grove

Project Name: Residential Permit Review Services
 Proposal Number: RFP-RFP-2-2021/meg
 Proposal Due: 12:00 p.m., Friday, May 28, 2021

Mission Statement

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

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

Professional Residential & Commercial Plan Review and Inspection Services

RFP-RFP-2-2021

Cover Letter

Attn: Mr. Stan Popovich
Village of Downers Grove
801 Burlington Avenue
Downers Grove, Illinois 60515

This proposal submitted by:
JoAnne Tisinai, CEO
T.P.I. Building Code Consultants, Inc.
321-325 Spruce Street
South Elgin, Illinois 60177
Phone: (630) 443-1567 Fax: (630) 443-2495
Email: tpi1@tpibcc.com Tax ID: 36-4368813

It is our pleasure to submit the proposal to provide the Village of Downers Grove with Residential Permit Review Services. The professional and consistent full code compliance services that T.P.I. has provided for over 24 years, including the Village of Downers Grove, is perhaps the best introduction we could give. Our goal for this contract is simple. T.P.I. will work in a fair and professional manner to assure safe code compliant buildings in a fiscally responsible and efficient way. We are proud to offer the Village of Downers Grove our continued service with no increase in pricing.

We are honored to say that we have long standing, local municipalities that have been with T.P.I. for over 24 years. T.P.I. works with communities of all sizes with different needs and budgets. T.P.I. remains dedicated to maintaining economic reasonableness and excellent service while continuing to better our staff each year through education and training.

Since working with the Village of Downers Grove we have:

- Provided clear and concise plan reviews completed by MCPs.
- Provided small permit plan reviews in 4 days or less.
- Provided New Single Family Residence reviews in 8 days or less.
- Picked up plan reviews in person or accepted by email.
- Services provided at fair and reasonable rates; discounts applied at times based on scope of work.

T.P.I. values the working relationship we have with the Village of Downers Grove. We thank you for your time and consideration. T.P.I. can fulfill the needs of your department with consistent professionals who are well certified in their specific discipline with the goal of excellent customer service to project the values and standards that the Village of Downers Grove has worked long and hard to uphold.

Sincerely,

JoAnne Tisinai, CEO

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

Professional Residential & Commercial Plan Review and Inspection Services

Introduction

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

Since 1997, T.P.I. has provided municipalities in the Chicagoland area, as well as parts of Indiana, and most recently Arizona, with all aspects of building department services. We have provided services to municipalities of all sizes and all building department services, even at a moment's notice to maintain a "business as usual" atmosphere. No project is too small or too large. T.P.I. can supply the appropriate staff to cover all building department needs. We customize programs to fit any need. T.P.I. has always utilized Master Code Professionals for all commercial projects.

T.P.I. is one of two third-party code consulting companies in the Chicagoland area that comply with the State of Illinois requirements to obtain an Illinois Plumbing Contractor's License to perform plumbing inspections within the State of Illinois. T.P.I. has always been in good financial standing.

T.P.I. Services

- Plan Reviews for all building, fire protection, accessibility, electrical, mechanical, energy, plumbing, engineering, zoning, and health.
- Inspection services for all building, accessibility, electrical, mechanical, fire protection, plumbing, and health.
- Code consultation and updating of current codes.
- Zoning compliance programs and RPZ tracking.
- Property maintenance inspection program.
- Real estate transaction inspection program.
- On-call emergency inspections.
- All commercial plan reviews **performed** by Master Code Professionals!

T.P.I. Executives

- **JoAnne Tisinai**- CEO, Owner
- **Steve J. Tisinai**- President, Owner, Certified Illinois Plumbing Inspector, Illinois Licensed Plumber, City of Chicago Licensed Plumber
- **Steve V. Tisinai**- Executive Vice President, Treasurer, Mechanical Engineer, Master Code Professional, Illinois Licensed Plumber, Certified Illinois Plumbing Inspector, Certified Microsoft Systems Analyst
- **Joe Tisinai**-Executive Vice President, Master Code Professional, Certified Illinois Plumbing Inspector, and Illinois Licensed Plumber, City of Chicago Licensed Plumber
- **Carrie Ortiz**- Executive Vice President, Secretary
- **Dale Engebretson**- Vice President, Master Code Professional

T.P.I. Values

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

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

Professional Residential & Commercial Plan Review and Inspection Services

Office Location and Contact

Hours of Operation:

T.P.I. Office and Inspection Hours: Monday through Friday 8:00 am to 5:00 pm

Emergency and On-Call Hours available.



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

321-325 Spruce St.

South Elgin, Illinois 60177

Phone: (630) 443-1567

Fax: (630) 443-2495

Email: tpil@tpibcc.com

Website: tpibcc.com

All work performed for this proposal will be generated from the above address. Being a family business and local to the area, we have a strong vested interest in maintaining high standards for all our clients.

There is no limitation on the number of hours worked or the workload assigned to T.P.I. at any time.

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

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

Conflict of Interest: T.P.I. Building Code Consultants, Inc. has no conflict of interest with the Village of Downers Grove.

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

Professional Residential & Commercial Plan Review and Inspection Services

Qualifications and Company Profile:

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

T.P.I. **currently** utilizes two of our Master Code Professions who are also Illinois Licensed Plumbers, Certified Illinois Plumbing Inspectors, continuing education providers, and Executive Vice Presidents for most projects, **including all the Village of Downers Grove plan reviews**, that include both plumbing and building disciplines. Additionally, we utilize a Master Code Professional/Certified Fire Marshal to perform projects requiring fire and building disciplines.

T.P.I. has been called upon as specialists in the industry to provide services for complex situations including municipalities that were utilizing other third-party consultants. Our expertise, professionalism, and consistency set us apart from our competitors. Local examples include Cantigny in Wheaton and the Carolshire Apartments in Carol Stream. We are proud of our reputation and quality of services.

Affiliations/Accreditations

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

- T.P.I. is a licensed plumbing contractor in the State of Illinois which fulfills the requirement for providing plumbing inspections as a 3rd party.
- T.P.I. is a corporation in good financial and legal standing with the State of Illinois. This may be verified on the State of Illinois website.
- T.P.I. is legally able to conduct business in the State of Illinois. T.P.I. will comply with all OSHA and other federal, state, and city safety standards.
- T.P.I. Building Code Consultants, Inc. specializes in providing full-service code consultation services to *municipalities only*.
- T.P.I. has not had any previous, nor current, disputes or litigation resulting from plan review services in the past 3 years.
- T.P.I. inspectors and plan examiners are held to the highest standards for certifications and continuing education. We provide ICC classes for all our inspectors to help maintain their certifications and remain current on code interpretation and application. T.P.I. offers these classes to current customers for their staff plan examiners and building inspectors at a discounted rate. In addition, our Master Code Professionals provide training meetings for our inspectors and plan examiners to promote continuity of services.

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

Professional Residential & Commercial Plan Review and Inspection Services

Approach

We pride ourselves in providing personalized services that are molded to the specific needs of each municipality. We will provide consistent and qualified staff to complete all residential plan reviews. Since working with the Village of Downers Grove for residential permit plan reviews, T.P.I. has assigned Two Master Code Professionals as plan examiners. It is our intention to continue to use the same plan examiners on all future projects for the Village of Downers Grove.

Plan Reviews:

- T.P.I. accepts electronic plans or hard copies and utilizes Bluebeam Revu software.
- A T.P.I. representative will personally pick up hard copy plans within 1 business day of request.
- Notification for plan review may be done by email or phone.
- All small permit plan reviews will continue to be completed within 4 business days or less.
- All New Single-Family Residence and large addition plan reviews will be completed in 8 business days or less: re-reviews in 4 business days or less.
- Commercial plan reviews completed in 8 business days: re-reviews in 4 business days.
- All plan reviews will be completed according to the adopted codes by the Village.
- Plan examiners are available for pre-construction meetings or other requested meetings.
- Plan review comments will detail a line-by-line explanation for each discipline including the code to allow contractors/architects to easily address any code issues on the next review.
- Plan examiners will work with the Village as an extension of the team and welcome an open-door communication policy.
- Plan Examiners are available during normal business hours for questions at no additional charge.
- A detailed invoice will be sent to the Village monthly.

*Refer to the next 2 pages for resumes of proposed plan examiners.

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

Professional Residential & Commercial Plan Review and Inspection Services

Proposed & Current Assigned Plan Examiner

Joseph J. Tisinai, Master Code Professional, Certified Illinois Plumbing Inspector

ICC Certifications

- State of Illinois Plumbing License – License #058-161142.
- City of Chicago Plumbing License – License #058-161142.
- Certified Illinois Plumbing Inspector
ICC Certificate Number: 5281647; All expire on 4/30/22.
- ICC Master Code Professional
- ICC Certified Building Official
- ICC Residential Plumbing Inspector
- ICC Residential Building Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Electrical Inspector
- ICC Commercial Building Inspector
- ICC Commercial Mechanical Inspector
- ICC Commercial Plumbing Inspector
- ICC Commercial Electrical Inspector
- ICC Building Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Electrical Plans Examiner
- ICC Accessibility Inspector / Plans Examiner
- ICC Residential Energy Inspector / Plans Examiner
- ICC Combination Plans Examiner
- ICC Residential Combination Inspector
- ICC Combination Inspector
- ICC Commercial Combination Inspector
- ICC Electrical Code Specialist
- ICC Mechanical Code Specialist
- ICC Plumbing Code Specialist
- ICC Building Code Specialist
- ICC Plumbing Inspector
- ICC Building Inspector
- ICC Mechanical Inspector
- ICC Electrical Inspector

Other Certifications:

- Fire Fighter II
- Hazardous Material Awareness

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

Professional Residential & Commercial Plan Review and Inspection Services

Proposed & Current Assigned Plan Examiner

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

Education:

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

ICC Certifications and Licenses

- Illinois Licensed Plumber – License #058-174731
- Certified Illinois Plumbing Inspector – License #058-174731.
 ICC Certificate Number: 5262280; All expire on 7/14/24.
- ICC Master Code Professional
- ICC Certified Building Official
- ICC Residential Building Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Electrical Inspector
- ICC Residential Plumbing Inspector
- ICC Commercial Building Inspector
- ICC Commercial Mechanical Inspector
- ICC Commercial Electrical Inspector
- ICC Commercial Plumbing Inspector
- ICC Building Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Electrical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Accessibility Inspector / Plans Examiner
- ICC Residential Energy Inspector / Plans Examiner
- ICC Combination Plans Examiner
- ICC Combination Inspector
- ICC Commercial Combination Inspector
- ICC Residential Combination Inspector
- ICC Electrical Code Specialist
- ICC Mechanical Code Specialist
- ICC Plumbing Code Specialist
- ICC Building Code Specialist
- ICC Plumbing Inspector
- ICC Building Inspector
- ICC Mechanical Inspector
- ICC Electrical Inspector

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

Professional Residential & Commercial Plan Review and Inspection Services

Additional Qualifications for Plan Review Staff

- All primary plan examiners are Master Code Professionals, experience with local municipalities including the Village of Downers Grove and are all instructors for continuing education.
- The assigned MCPs for this team are Illinois Licensed Plumbers and Certified Illinois Plumbing Inspectors.
- All our MCPs have over 25 years each in the construction industry.
- Each possess excellent interpersonal and written communication skills.
- All our MCPs can perform electronic plan reviews and can utilize Blue Beam software.
- Staff are always available for all municipal staff, architects, contractors, homeowners, and business owners by phone or email at no additional cost for questions during normal business hours.
- Plan examiners are available for meetings in person or electronically pending the request and current situation for health safety.

References

Village of Bloomingdale Mr. Mike Gricus Building Commissioner 201 S. Bloomingdale Rd. Bloomingdale, IL 60108 (630) 671-5661	Village of Schaumburg Mr. Scott Flanagan Building Official 101 Schaumburg Ct. Schaumburg, IL 60193 (847) 923-3700
Village of Willowbrook Mr. Roy Giuntoli Building Official 7760 Quincy St. Willowbrook, IL 60527 (630) 920-2262	Village of Hinsdale Mr. Robb McGinnis Director of Community Development 19 E. Chicago Ave. Hinsdale, IL 60521 (630) 789-7037
City of Countryside Ms. Sharon Petersen Assistant City Administrator/Deputy City Clerk 803 Joliet Rd. Countryside, IL 60525 (708) 354-7270	Village of Woodridge Mr. Eric Alwin Mr. Eric Alwin 5 Plaza Dr. Woodridge, IL 60517 (630) 719-6016
Village of Glen Ellyn Mr. Steve Witt 535 Duane St. Glen Ellyn, IL 60137 (630) 547-5250	Village of Bellwood Mayor Andre F. Harvey 3200 Washington Blvd. Bellwood, IL 60104 (708) 354-7270

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

Professional Residential & Commercial Plan Review and Inspection Services

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

- Village of Arlington Heights: Coverage for permit tech, building/plumbing inspections, previously onsite data entry.
- Village of Bellwood: In-house building commissioner, small permit plan reviews, onsite special project assignments, residential/commercial plan reviews, building/plumbing inspections, and pre-sale/rental inspections.
- Village of Bloomingdale: Commercial/residential plumbing plan reviews, all plumbing inspections, coverage for building inspections, and as needed full commercial plan reviews.
- Village of Chicago Ridge: Plan review services as needed.
- City of Countryside: Plumbing inspections, previously provided all building department needs including: Building Commissioner, code enforcement, court adjudication and real estate transaction program.
- County of Kane: Code Enforcement/Building Inspection special project, adjudication assistance.
- County of McHenry: As needed Expedited Commercial plan review services.
- County of Will: Plan review services.
- Village of Downers Grove: Residential and small permit plan reviews.
- Village of Elburn: Commercial plan reviews as needed.
- Village of Elk Grove: As needed inspection coverage.
- Village of Elmhurst: Plan review services.
- Village of Glen Ellyn: Plumbing inspections, plumbing plan reviews, as needed permit tech/office support staff, building inspections and plan reviews.
- Village of Hinsdale: Plumbing inspections, and as-needed commercial/residential plan reviews, building inspections, in-house plan examiner.
- Village of Lemont: Commercial, multi-family and attached single family plan (includes health and fire) reviews and inspections, and on-site permit tech coverage.
- Village of Mundelein/Hawthorne Woods: As needed plumbing inspection coverage.
- Village of Oak Brook: Commercial plan review services.
- City of Park Ridge: Coverage for permit tech and inspection services.
- Village of River Grove: Large project plan review and fire plan review as needed.
- Village of Schaumburg: Commercial/Residential building inspections, electrical inspections, plumbing inspections, code enforcement, building commissioner assistant, provide permit tech training, and as needed plan review services including fire.
- Village of South Elgin: Commercial plan reviews/inspections all disciplines, all plumbing plan review and inspections, previously RPZ tracking.
- Village of Thornton: Commercial plan reviews as needed.
- Village of Wayne: Plumbing plan review/inspection services, as needed building inspections.
- Village of Warrenville: Code enforcement services.
- City of Willowbrook: Commercial/residential plan reviews and inspections, in-house small plan examiner/counter duties, and as needed including permit clerk/tech.
- Village of Woodridge: Plumbing inspections and plan reviews, as needed building inspections.

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

Professional Residential & Commercial Plan Review and Inspection Services

Permit Plan Review Fee Schedule

T.P.I. is not increasing prices for this RFP. All flat fee pricing in current contract for the Village of Downers Grove is being extended for the duration of this proposal.

T.P.I. offers both an hourly rate and a flat rate for plan reviews. With over 24 years of experience in plan review services, we have found that the benefits of a flat rate outweigh the hourly rate schedule. Each plan examiner works at a different pace and it is not fair that one project may take a plan examiner an hour and half whereas another plan examiner may need 3 hours. The flat rate offers consistent and fair pricing which increases customer satisfaction. This allows municipalities and applicants to know their fees upfront. We expect all plan examiners to perform each plan review to the best of their abilities and not to worry about the amount of time it takes to complete. Flat rates allow plan examiners to focus on the quality of the review rather than the time it takes to complete.

*Currently the Village of Downers Grove does not utilize an hourly rate with T.P.I. Building Code Consultants. If change in fee structure desired, see rates in table below.

Hourly Rate	Fee
Master Code Professional	\$90.00/hour
ICC Certified Residential Plan Examiner	\$84.00/hour
ICC Plumbing Plan Examiner	\$82.00/hour

OR

Flat Rate Reviews- (Rates below are currently being used for the Village of Downers Grove.)

Type - Residential (excludes plumbing/zoning/fire & re-reviews are at 50%)	Fee
Prefab fireplace, furnace/AC, siding, roof, retaining wall, driveway	\$80.00 each
Electric service upgrade, fence, masonry fireplace, patio, hot tub, overhead sewer, handicap ramp ground to existing deck	\$100.00 each
Pergola/pavilion, awning	\$125.00 each
Deck, shed, front porch, pool, patio w/firepit & water feature	\$150.00 each
Bathroom remodel, kitchen remodel, bathroom remodel, electric car charging station, outdoor kitchen	\$200.00 each
Garage, Sunroom	\$275.00 each
One story addition, Garage addition	\$325.00 each
First & second floor addition New Single-Family Residence	\$422.50 each

Plumbing Plan Review	Base Price	Each Additional Fixture or Waste Opening
Single Family	\$60.00	\$2.00
Small Commercial & Multi-Family	\$100.00	\$4.00
Commercial & Multi-Family	\$100.00	\$4.00

Industrial, Commercial, and Multi-Family Structures- Electronic or Hard Copy

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

Professional Residential & Commercial Plan Review and Inspection Services

- a. Specific areas of plan examination include the disciplines of building, mechanical, electrical, energy, and accessibility standards.
- b. All Re-reviews are done at 50% of original fee. (excludes plumbing/fire/zoning)

Gross Floor Area	Base Building	Base Building and up to two other disciplines	Base Building and up to three other disciplines
UP TO 2,500 SF	\$400.00	\$483.00	\$661.50
2,501 TO 4,000 SF	\$446.25	\$603.75	\$808.50
4,001 TO 5,000 SF	\$556.50	\$724.50	\$945.00
5,001 TO 7,500 SF	\$630.00	\$882.00	\$1,092.00
7,501 TO 10,000 SF	\$693.00	\$918.75	\$1,234.00
OVER 10,000 SF	\$711.25+ \$14.70 PER 1,000 SF OVER 10,000 SF	BLDG FEE x 1.5	BLDG FEE x 2.0

Additional Reviews	Fee
Commercial Kitchen & Food Processing areas	\$425.00 per 1,000 SF of such areas
Hazardous Areas	\$425.00 per 1,000 SF of such areas
Restaurant Mechanical Hood & Duct System	\$285.00 for 1 st hood, each additional hood reviewed at same time and within same building/unit, add \$115.00

T.P.I. Building Code Consultants, Inc. will comply with all terms and conditions per the RFP.

Your time and consideration to use T.P.I. is appreciated and we welcome the opportunity to continue working with your department.

Sincerely,

JoAnne Tisinai, CEO

T.P.I.
Building Code Consultants, Inc.
321-325 Spruce St
South Elgin, IL 60177
Phone [630] 443-1567
Fax [630] 443-2495

DATE: 5/12/21

PROJECT ADDRESS:

PERMIT NO.: Not provided

PLAN DATE: 4/26/21

DESCRIPTION: Single Family Residence with finished basement

SHEETS IN SET: Electronically submitted: A-1 through A-11
HVAC Calculations
Electrical diagram and panel schedule

PLANS PREPARED BY: Town Studios Inc.

PLAN EXAMINER: Joe Tisinai, MCP, IL Licensed Plumber

REVIEW STATUS: **Not Approved.** Submit revised plans and/or documents addressing the comments below.

Please note: Any revisions submitted shall be in a pdf/digital format and have an attached “Point-by-Point Response Letter”, responding to and/or regarding plan review comments, indicating the number of the comment or issue and the page in which the revision is located, i.e. “Building Comment, Item #4, Page-A6”. Also, all revisions on the plans should be accompanied by a “symbol” that is incorporated in the legend on the Title Sheet indicating the revision date, as well as a “Cloud” around each revision. This will help speed the revision process. Thank you for your assistance in this matter.

COMMENTS:

BUILDING (2018 IRC for One and Two-Family Dwellings as Amended)

1. Approved plans shall be on site for all inspections. (Section: R106.1.1)
2. Indicate on the plans that the house shall be protected with an automatic fire sprinkler system complying with NFPA 13D. Submit complete plans and specifications for the installation of such system. (Section R313.2)
3. A key box required in all One- and Two-Family Dwellings where monitored low voltage fire alarm systems, monitored fire sprinkler systems, residential elevators or lift systems, or medical alert systems are installed. The key box shall be keyed and located within five feet of the front exit door and no lower than five feet above the ground. (Section 314.8 as amended)

4. Revise notes throughout the plans to identify the correct editions of the code as adopted by the Village. (Section R106.1.1)
5. Provide structural calculations verifying the size and span of all LVL's. (Section R106.1.1)
6. Provide structural calculations verifying the size and span of the header above the window in the bedroom that the LVL's are bearing on. (Section R106.1.1)
7. Revise plans to indicate the location and complete details of compliance for the required exterior wall bracing in accordance with Section R602.10. For method CS-WSP, indicate the location of the braced wall lines, the location of the braced wall panels along the continuous sheathed walls, provide minimum panel sizes in compliance with Table R602.10.5, provide minimum amount of bracing in accordance with Table R602.10.3(1), include calculations for adjustment factors in accordance with Table 602.10.3(2), and include details for any required portal frame openings. Alternatively, provide a structural design in accordance with Section R301.1 and provide complete structural drawings and calculations supporting such design. (Section R602.10)
8. Provide individual floor truss drawings and a truss layout plan, both of which are stamped and signed by an Illinois Licensed Structural Engineer for all pre-engineered trusses. Truss drawings and layout shall be on the jobsite at the time of inspections.
9. Submit manufacturer span charts for the specified TJI joists. (Section R106.1.1)
10. Manufacturer's installation instructions for the pre-engineered TJI floor joists shall be on the jobsite at the time of inspections. (Section 502.6.2)
11. Revise the plans to include post to beam connection details for the porch. (Section R106.1.1)
12. Revise the plans to show all rafters sized in accordance with Section R802.4, including adjustment factors for vaulted areas.
13. Provide roof ventilation calculations verifying the roof space is properly ventilated. (Section: R806.2)
14. Note #19 on sheet A-2 specifies a handrail is required on all stairs with three or more risers and note #79 specifies a handrail is required on all stairs with four or more risers. Clarify and remove conflicting information. (Section R106.1.1)
15. Revise the plans to indicate the size (CFM) and location of all supply and return air vents. (Section: R106.1.1)
16. Revise the plans to include complete details for the attic furnace room. (Section R106.1.1)
17. Provide combustion air for the laundry room in compliance with section G2407. The installation of a full-louvered door or two air transfer grills (minimum 100 sq. in. of free area each and located within 12" of the floor and ceiling) are code compliant.
18. Provide draftstopping in accordance with Section R302.12.

ENERGY CONSERVATION (2018 International Energy Conservation Code)

1. Indicate on the plans the quantity of and method of providing outdoor air to the house in accordance with Section R403.6, as Amended by the State of Illinois.
2. Revise note #23 on A-2 to specify at least 90% of the lamps in the permanently installed light fixtures must be high efficiency bulbs. (Section 404.1)
3. Revise A-9 to indicate the R-value of the insulation in the vaulted areas and provide calculations indicating compliance with Section R402.2.2.
4. Submit revised Manual J/S documents indicating the R-values/U-factors specified on the plans. (Section R403.7)

ELECTRICAL (2017 National Electric Code as Amended)

1. Provide a panel schedule identifying, in part, the panel voltage, **the size of all overcurrent protection devices** and the use/title of all branch circuits.
2. Indicate on the plans that tamper resistant receptacles are required. (Article 406.11)

3. Indicate on the electrical plans a disconnect means at the dishwasher. (Article 422.30, 422.35, 424.19)
4. Indicate on the electrical plans, all kitchen, laundry, bedroom, family room, dining room, living room, parlor, library, den, sunroom, recreation room, closet, hallway or similar area receptacle and lighting circuits shall be arc-fault protected. (Article: 210.12)
5. Indicate on the plans that the dishwasher branch circuit shall be GFCI protected. (Article 210.8(D))
6. Indicate on the plans that all laundry area receptacles (including the washer / dryer) shall be GFCI protected. (Article 210.8(A))

Additional comments may result, dependent upon your responses to the above items.

This review is based upon and limited to the information presented on the drawings and/or material submitted. Matters not presented within the construction documents submitted nor items not requested for review, which are required for the granting of permits by the jurisdiction, are assumed to be reviewed and inspected by others and not to be considered as part of this review unless otherwise herein specifically requested. No responsibility or duty is accepted, implied, or extended to, for and/or resulting from construction in any phase, form or manner. All areas of review not referenced in the headings above, including the existing base building, zoning and engineering, are reviewed by others.

The plan review does not imply that the submittal is either approved or disapproved by the municipality for which it is being reviewed. Submittal approval, disapproval and the granting of permits to start work must be obtained from the municipality.

Please note: The omission of any comments or requirements from this review does not relieve the applicant, designer, owner or contractors from their obligations to comply with all ordinances, rules and adopted codes of the Village of Highland Park.

T.P.I.

Building Code Consultants, Inc.

321-325 Spruce St
South Elgin, IL 60177
Phone [630] 443-1567
Fax [630] 443-2495

DATE: May 6, 2021

PROJECT ADDRESS:

PERMIT NO.: 20210769

PLAN DATE: 3/18/21

DESCRIPTION: New single-family residence with finished basement

SHEETS REVIEWED: Sheets 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 dated 3/18/21; Structural Calculation for garage walls dated 3/4/2020; Manual S / J dated 2/18/21; Site Plan

PLANS PREPARED BY: Marshall Architects

PLAN EXAMINER: Steve V. Tisinai, IL Licensed Plumber, MCP

Please note: It is strongly suggested that any revisions submitted shall have an attached "Point-by-Point Response Letter", responding to and/or regarding plan review comments, indicating the number of the comment or issue and the page in which the revision is located, ie. "Building Comment, Item #4, Page A6". Also, all revisions on the plans should be accompanied by a "symbol" that is incorporated in the legend on the Title Sheet indicating the revision date, as well as a "cloud" around each revision. This will help speed the revision process. Thank you for your assistance in this matter.

COMMENTS:

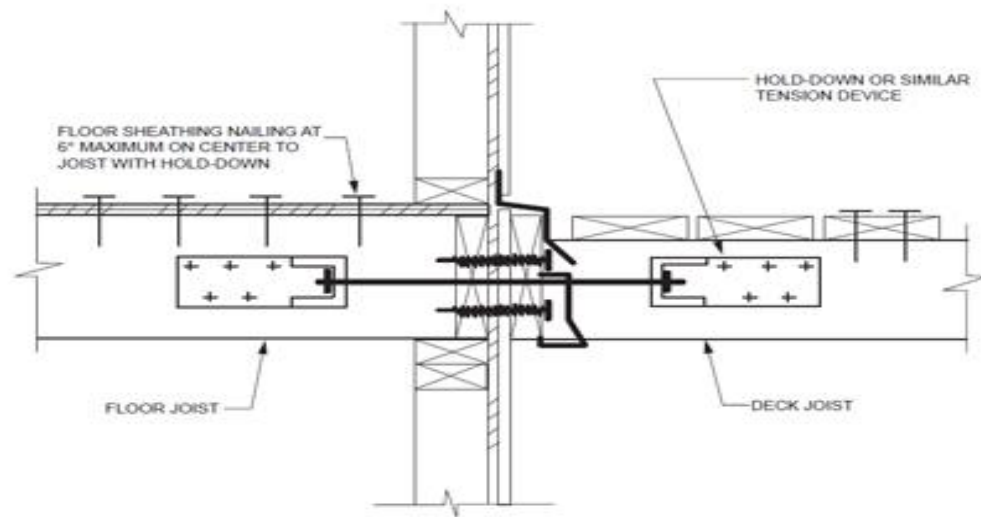
Fire Sprinkler Plan Review: Required

Fire Alarm Plan Review: Not Required

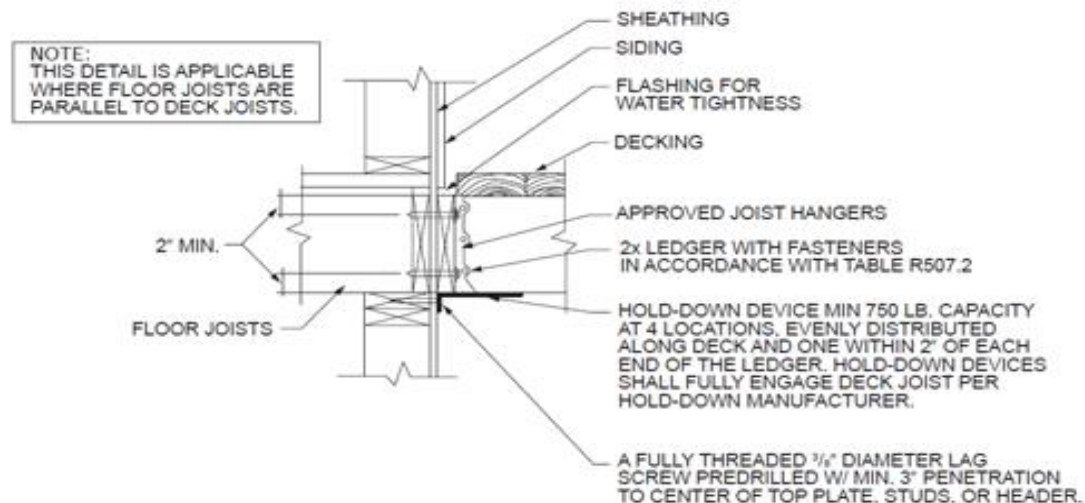
BUILDING (2009 IRC for One and Two Family Dwellings as Amended)- NOT APPROVED

1. Either revise the plans to utilize a maximum soil bearing load of 1,500 psf or provide a soil bearing report to the Village to verify the 3,000 psf proposed design. Such report is required to be submitted with the revised drawings. (Section R401.4) See Design Criteria on Sheet 1
2. Add the following note to the plans: All floor joists are required to be blocked to prevent rotation where they land on a beam or girder. Simply having two floor joists meeting on the beam / girder is not sufficient. (Section R502.7)
3. Windows located more than 72" above finished grade or the surface below shall not have any opening less than 24" above finished floor in the room. (Section R612.2)
4. The maximum span of a (3) 2x12 Southern Pine deck beams supporting joists spanning up to 15-3 is 6ft. The current plan shows 9-2 and 10-0. (2015 IRC Table R507.6)

5. The maximum span of a (3) 2x10 Southern Pine deck beams supporting joists spanning up to 13-0 is 6ft. The current plan shows 9-8 and is loaded from both sides (Table is for loading of single side only). (2015 IRC Table R507.6)
6. The deck shall be laterally secured to the structure with one of the two following methods (Section R507.2.4) or with diagonal bracing attached to the bottom of the deck joists:



Minimum of (2) locations



Minimum of (4) locations

ENERGY CONSERVATION (2018 International Energy Conservation Code)- **APPROVED** **PERSCRIPTIVE METHOD**

1. Manual J – Approved
2. Manual S – Approved

ELECTRICAL (2011 National Electric Code as Amended)- **NOT APPROVED**

1. Sheet 9 shows a 200A electric service, but electric note #1 indicates a 350A service. Remove the conflicting information.
2. Install wall receptacles so that no point along the floor line in any wall space is more than 6 feet measured horizontally from an outlet in that space. All walls 2ft or larger require at least one receptacle. Note the fixed panel in sliding doors count as wall space. (Article: 210.52(A)(1))
*Location: Family room at sliding door.

PLUMBING (2014 Illinois Plumbing Code as Amended)- APPROVED as NOTED

Domestic Water Service Size: 1-1/2"

Water Meter Size: 1"

Floor Drains: 2

Equipment: 8

Water Fixture Units: 40

Fixtures: 21

Basement Rough In: 0

1. All new plumbing fixtures must bear the water sense label. DO NOT REMOVE THE WATERSENSE LABEL PRIOR TO PASSING THE FINAL INSPECTION AND HAVE FIXTURE CUT SHEETS ONSITE FOR FINAL INSPECTION.

Additional comments may result, dependent upon your responses to the above items.

This review is based upon and limited to the information presented on the drawings and/or material submitted. Matters not presented within the construction documents submitted nor items not requested for review, which are required for the granting of permits by the jurisdiction, are assumed to be reviewed and inspected by others and not to be considered as part of this review unless otherwise herein specifically requested. No responsibility or duty is accepted, implied, or extended to, for and/or resulting from construction in any phase, form or manner. All areas of review not referenced in the headings above, including the existing base building, zoning and engineering, are reviewed by others.

The plan review does not imply that the submittal is either approved or disapproved by the municipality for which it is being reviewed. Submittal approval, disapproval and the granting of permits to start work must be obtained from the municipality.

Please note: The omission of any comments or requirements from this review does not relieve the applicant, designer, owner or contractors from their obligations to comply with all ordinances, rules and adopted codes of the Village of Glen Ellyn.

Village Hall
19 East Chicago Avenue
Hinsdale, Illinois 60521-3431
630-789-7000



Fire & Police Departments
121 Symonds Drive
Hinsdale, Illinois 60521-3744
Fire 630-789-7060
Police 630-789-7070

November 12, 2019

RE: Letter of Recommendation

To Whom It May Concern,

T.P.I Building Code Consultants, Inc. has been doing commercial plan review and inspection as needed for the Village of Hinsdale for over thirteen years. In addition, they have done all of our plumbing inspections since 2015.

The service that TPI is able to provide is outstanding, especially for a company that has continued to grow as rapidly as theirs has due to the continued staff reductions of municipal building departments. The detail in their reviews is second to none in my experience, and the ability to get an inspector with little notice in the event we are short staffed is truly a testament to their desire to satisfy their clients and help make our jobs as code enforcement professionals easier.

I would recommend TPI to any municipality in need of third party plan review and inspection services. If you have any questions and would like to speak with me personally, I can be reached directly at (630) 789-7036.

Respectfully,



Robert McGinnis MCP
Director of Community Development/
Building Commissioner



Sean R. McDermott
MAYOR

Susan Burdett
CLERK

Caryn Standik
TREASURER

ALDERMEN
Mark G. Benson
John Finn
James N. Jasinski
Thomas A. Mikolyzk
Scott Musilani
John Von Drasek

To Whom It May Concern:

I am writing to recommend the services of TPI Code Consultants Inc. The City of Countryside has worked with TPI since 2008, when we entered into a contractual relationship for building inspections, plumbing inspections, electrical inspections, plan reviews, and code enforcement. The staff at TPI are professional and courteous and are a positive reflection on the City of Countryside when meeting with our residents and business owners.

If you need more information, please feel free contact me at 708-485-2595.

Sincerely,

Sharon L. Peterson
Assistant City Administrator
City of Countryside

VILLAGE OF SOUTH ELGIN

Village President
Steven Ward

Village Clerk
Margo Gray

Village Administrator
Steven J. Super

10 N. Water St. • South Elgin, Illinois 60177
Community Development Department
847-741-3894 • Fax: 847-741-3959

Village Trustees

Jennifer Barconi
Lisa Guess
Michael Kolodziej
Gregory J. Lieser
Scott Richmond
John Sweet

June 29, 2017


To: Whom it May Concern

From: Paul Kruse

Re: Recommendation for TPI Building Code Consultants

Please accept this letter of recommendation for TPI, Building Code Consultants, Inc. of South Elgin, Illinois. The Village of South Elgin has partnered with TPI for the past fifteen (15) years. TPI has provided prompt professional services related to plumbing plan review, plumbing inspections, and commercial plan review. They have been a great asset to the Village both in containing costs and contributing the health and safety of the residents and businesses within the Village. I would recommend the whole heartedly for inspection and plan review services to any community.

Sincerely,



Paul Kruse

Superintendent of Building and Code Enforcement

TPI Building Code Consultants, Inc

From: Zibble, Peter <ZibbleP@naperville.il.us>
Sent: Wednesday, September 25, 2019 2:07 PM
To: TPI Building Code Consultants, Inc
Cc: Feistrup, Paul
Subject: Thank you

To the folks at TPI,

I just wanted to take a moment and thank everyone for your outstanding service. Having John Davies work with the City of Naperville over the past couple of months has been an excellent experience. John integrated himself into the city's system, coordinated with our other inspectors, and conducted thoughtful, professional inspections. TPI allowed the city to maintain great customer service despite the loss of our fulltime plumbing inspector. Although losing staff is never easy, we know it is inevitable, but having TPI available to help us out makes the transitions easier. Thanks again.

Sincerely,

Peter J. Zibble, P.E.

Operations Manager | Transportation, Engineering and Development (T.E.D.)
City of Naperville | 400 S. Eagle Street | Naperville, IL 60540
P: 630-305-5992 | E: zibblep@naperville.il.us

TP1 Building Code Consultants, Inc

From: Engbretson, Dale <dengebretson@warrenville.il.us>
Sent: Tuesday, November 5, 2019 8:55 AM
To: TP1 Building Code Consultants, Inc
Cc: Mentzer, Ron
Subject: End of budget

Dear Steve and JoAnne,

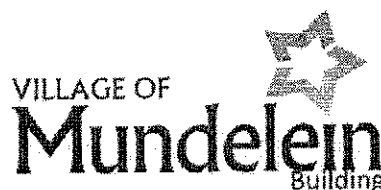
Sadly we are at the point of exhausting our budget for the code enforcement services provided by TP1. We have enough funding for Mr. Jorge Martinez to finish a full eight hour day Wednesday November 6 and return for half day on Wednesday November 20 to witness for his current cases in our November adjudication hearing.

I do want take a moment here to write that Mr. Martinez has been a fabulous member of our team this summer. Mr. Martinez is an exemplary public servant and if we could, we wouldn't give a second thought to hiring him to serve full-time with our community. Steve and JoAnne, you have a gem working for you! Mr. Martinez is going to be very much missed by the Warrenville staff. Thank you for providing us with such great service. I personally wish Mr. Martinez, TP1, and the both of you the very best.

Respectfully,

Dale

Dale Engbretson, MCP | Chief Code Official
CITY OF WARRENVILLE
35258 Manning Avenue | Warrenville, IL 60555
P: 630-836-3026
dengebretson@warrenville.il.us



PETER J. SCHUBKEGEL
Director

January 20, 2015

T.P.I. Consultant
Mr. Steve Tisinai
7N262 W. Whispering Trail
St. Charles, Illinois 60175

Steve:

Well it been seven years since the Del Webb project began, and now it's finally done. Back then everyone thought it was going to take less than three years to build out the community of 725 homes, but then the economy downturn hit. New housing sales were almost non-existent; mass lay-offs took place and companies that were in business for many years closed up shop. Times were tough.

When the project started, T.P.I. provided the Village of Mundelein a per lot cost to do the inspections. This was based on that original 3-year schedule, and having someone from your company there virtually every day, all day. Unfortunately, that didn't happen. The construction slowed to a snail's pace and inspections were far a few between. Also during the course of the project, the Village updated their codes; the builder went through several different superintendents, the trades changed several times, the product line was added to and changed, and it's taken seven years to complete. During all of this T.P.I. did exactly as they said they would, see the project to the end. They did, all without changing our original agreement. There were many "off-ramps" and bumps in the road that could have changed the things over the past seven years, but T.P.I. stayed the course and finished the project as they originally pledged. This is a true testament to the professionalism of your company.

It has been very comforting to have a company who has highly trained and skilled personnel, who has great integrity and pride, who do what they say, and do it very well working with the Village of Mundelein.

It has been a pleasure to work with you, your family and the rest of the T.P.I. organization. I hope T.P.I. has a long and prosperous road ahead.

Thank you again,

Peter J. Schubkegel
Director, Building Department

PJS/pab

Anthony & Josephine Fiorita

415 S. Helena Avenue

Mount Prospect, Il. 60056

December 17, 2013

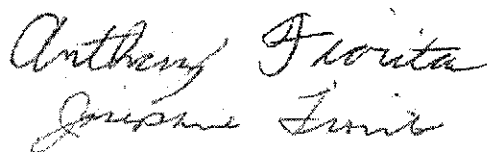
To: The Staff of the Building Department

We would like to thank everyone in the Building Department for their kindness, professionalism, and helpfulness in guiding us through the process of doing our room addition, flatwork, and the generator.

Special thanks goes to Tammy Lewin and Bill Schroeder. They were most helpful in answering our questions, clarifying codes, and making sure that we understood and followed them. Tammy and Bill always returned our calls as soon as they were able. Thanks also goes to Jim Pacardi, Engineering Assistant in Public Works. Jim helped us by answering questions and coming out to see what our concerns were and reassuring us that everything was going well. We would not want to forget to also thank Joe and John, inspectors from TPI. They were courteous and so helpful and explaining the inspection process. None of your staff made us feel like we were a nuisance to them or feel unwelcomed. This process was long and stressful, and Tammy kept reassuring us that everthing would be fine and that it would all be worth it. She was right, everything came out beautiful and worthwhile.

Thanks again to everyone.

Anthony & Josephine Fiorita

Handwritten signatures of Anthony Fiorita and Josephine Fiorita. Anthony's signature is in cursive and appears to be 'Anthony Fiorita'. Josephine's signature is also in cursive and appears to be 'Josephine Fiorita'.



April 30, 2014

Village of Mt. Prospect
50 South Emerson
Mt. Prospect, IL 60056

Subject: Mt. Prospect Fresh Thyme Farmers Market

To the Entire Municipal Team at Mt. Prospect:

On behalf of Gallant Building Solutions, I would like to thank everyone who was involved with the opening of the Fresh Thyme Farmers Market located at 211 West Rand Road. Your assistance and cooperation throughout was instrumental in our successful opening.

My experience with the Building Department, Fire Department and Health Department left me thinking these teams are second to none! This was a difficult project from the owner/contractor perspective as it was their first location and a brand new concept so there were many details to work out. The Village of Mt. Prospect and all of their very helpful inspectors were of great assistance in making it possible for us to open on time.

I would like to give special thanks to Bill Schroeder (Building Commissioner), Andy Skic (Fire Inspector), the TPI Team, and Frank Krupa with the Health Department.

It was a pleasure to work in your fine Village, and we look forward to future opportunities that bring us back to Mt. Prospect!

Sincerely,

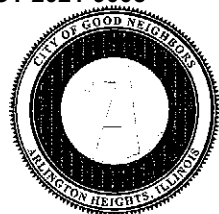
GALLANT BUILDING SOLUTIONS

Tom Galante
Project Superintendent
C 815.482.2877

CC: Ashley Haskins, Director of Project Management
Donna Low, Vice President Business Development

C. MAYOR
+
BOARD

ALL DEPTS
NICE WORK!
SHARE W/ YOUR
PEOPLE



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005-1499
(847) 368-5000
Website: www.vah.com

December 2, 2019

T.P.I. Building Code Consultants, Inc.
321-325 Spruce Street
South Elgin, Illinois 60177

RE: Letter of Recommendation

To Whom It May Concern:

The Village of Arlington Heights has engaged T.P.I. Building Code Consultants, Inc. over the past year to provide additional staffing for the Building & Life Safety Department. We have been very pleased with the services we have received. We would encourage any community in need of temporary Permit Technician help talk with T.P.I. Building Code Consultants, Inc. about the services they can provide for this role.

T.P.I.'s staff were able to acclimate themselves very quickly to our environment. In a very short period of time, they knew our operations and functioned very effectively as a part of our team. Additionally, they have trained multiple members of their staff on our processes for redundancy. The ability of T.P.I. Building Code Consultants, Inc. to respond to our temporary staffing needs has been as good as we could have hoped.

Respectfully,

Michael Boyle, Permit Supervisor
Building & Life Safety Department
Village of Arlington Heights

C: Steven Touloumis, Director of Building & Life Safety