

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
Bids and Proposals

TO : President and Village Board of Trustees
FROM : Scott R. Niehaus, Village Manager
DATE : July 5, 2016 Agenda Date: July 21, 2016
TITLE : Waiver of Bids - B&F Construction Code Services
SUBMITTED BY: William J. Heniff, Department of Community Development *WJH*

RESULTS:

Date Bids Were Published _____ Bidding Closed _____
Total Number of Bids Received _____
Total Number of Bidders Meeting Specifications _____
Bid Security Required _____ Yes _____ No
Performance Bond Required _____ Yes _____ No
Were Any Bids Withdrawn _____ Yes _____ No
Explanation:
Waiver of Bids Requested? _____ Yes _____ No
If yes, explain:
Award Recommended to Lowest Responsible Bidder? _____ Yes _____ No
If no, explain:

FISCAL IMPACT:

Budget Estimate \$80.00/hour
Amount of Award \$80.00/hour
Account # 101.250.260.75350

BACKGROUND/RECOMMENDATION:

Waive bids and award contract for building inspection consultant services for an amount not to exceed \$80.00 per hour for regular business hours.

Has Recommended Bidder Worked for Village Previously Yes _____ No
If yes, was quality of work acceptable Yes _____ No
Was item bid in accordance with Public Act 85-1295? _____ Yes No
Waiver of bids - Public Act 85-1295 does not apply Yes


REVIEW (as needed):

Village Attorney XX _____ Date _____
Finance Director XX _____ Date _____
Village Manager XX _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Board Agenda distribution.

MEMORANDUM

TO: Scott R. Niehaus, Village Manager

FROM: William J. Heniff, AICP, Director of Community Development 

DATE: July 21, 2016

SUBJECT: **Approval of Building Inspection Consultant Services – B&F Construction Code Services**

The Community Development Department utilizes a combination of in-house staff and professional building inspection consultant services to cover the inspection activities required as part of the construction approval process. This approach has allowed the Village to have supplemental services on hand to meet customer demand. However, as a result of an increased inspection workload this year, the amount the Village will spend will exceed the \$20,000 staff approval limit established within Village Finance Polices. To date, the Village has spent \$16,418 on such services as of mid-May, 2016, with an anticipated additional expenditure of \$32,782, which in total for 2016 could total approximately \$49,200.

To ensure that the Village is receiving the best possible rates and services, staff contacted other comparable firms that perform such services. As the attached correspondences show, B&F is the lowest of three qualified firms. The following is a breakdown of the pricing received for regular business hour inspection activities:

1. B & F Construction Code Services - \$80 per for all types of inspections
2. TPI - \$84 per hour for building, electric, and mechanical inspections. \$80 per hour for plumbing inspections
3. Charles Abbott Associates - \$90 per hour for all types of inspections

Staff is seeking concurrence from the Village Board for approval of contractual services with B&F Construction Code Services for the remainder of the calendar year. B&F has competently performed assigned inspection activities and approval of the request would help ensure that the inspection processes would remain unaffected through the remainder of the year.

RECOMMENDATION:

Staff recommends that the Village Board of Trustees waive formal bidding and approve utilization of B&F Construction Code Services to perform building inspection activities on behalf of the Village at a rate not to exceed \$80.00 per hour for the remainder of the 2016 calendar year.

**PROFESSIONAL SERVICE AGREEMENT
BUILDING INSPECTIONS**

Services Provided

B & F Construction Code Services, Inc. will provide a Certified and/or licensed Inspector to perform inspections within the jurisdictional limits of the Village of Lombard, Illinois. This shall include general building, electric, plumbing, HVAC and energy inspections.

The inspectors shall have proper inspection equipment to conduct inspections as required. Equipment shall include a clipboard, flashlight, tape measure and other equipment as determined to provide a quality inspection.

Each inspector shall utilize B & F Inspection forms or forms acceptable to the Village of Lombard.

The inspector shall utilize a B & F Construction Code Services, Inc. company vehicle to conduct inspections.

The schedule will be as agreed upon between the two parties.

Our inspectors are available as follows:

A) Eight (8) hours a day during normal business hours from Monday through Thursday and Fridays after 9:30 AM, excluding holidays.

The general building inspections will be performed by an ICC certified Inspector and all plumbing inspections shall be performed an Illinois Licensed Plumbing Inspector.

Inspections (Building, Plumbing, Mechanical, Electric and Energy) shall be billed at the rate of Eighty Dollars (\$80.00) per hour for non-senior inspector and One Hundred and Fifty Dollars (\$150.00) per hour for Senior Administrative staff. Travel time of one hour shall be added to the daily time for each inspector working less than an eight hour day.

The inspector will not perform other types of inspections or services outside his/her area of qualification.

All of the B & F Construction Code Services, Inc. employees are covered by the following:

- A. Workers Compensation Insurance;
- B. General Liability Insurance underwritten by Selective Insurance Company.; and
- C. Professional Liability Insurance underwritten by First Insurance Funding Corporation.

The Village of Lombard shall agree not to attempt to hire any of B & F Construction Code Services, Inc. officers, employees, agents, or consultants for a period of one (1) year after the individual is no longer employed by B & F Construction Code Services, Inc.

Accepted By _____	Accepted By _____
Please Print _____	Please Print _____
Title _____	Title _____
Date _____	Date _____

B & F Construction Code Services, Inc.

Accepted By _____

Please Print _____

Title _____

Date _____

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

Professional Residential & Commercial Plan Review and Inspection Services

INSPECTION FEE SCHEDULE

1. Hourly Inspection Rates (Normal Business Days)

Inspection Type	Cost Per Hour
Plumbing Inspections	\$80.00*
Electrical Inspections	\$84.00*
Building Inspections	\$84.00*
Mechanical Inspections	\$84.00*
Property Maintenance	\$68.00*

2. Hourly Inspection Rates (After hours M-F and Saturdays)

Inspection Type	Cost Per Hour
Plumbing Inspections	\$120.00*
Electrical Inspections	\$126.00*
Building Inspections	\$126.00*
Mechanical Inspections	\$126.00*

3. Hourly Inspection Rates (Sundays and Holidays)

Inspection Type	Cost Per Hour
Plumbing Inspections	\$160.00*
Electrical Inspections	\$168.00*
Building Inspections	\$168.00*
Mechanical Inspections	\$168.00*

- Minimum 1 Hour and 1 Hour Travel Time

Steiskal, Keith

From: Gregory Robinson <gregrobinson@caaprofessionals.com>
Sent: Tuesday, February 23, 2016 2:13 PM
To: Steiskal, Keith
Subject: Pricing for inspections

Keith,

Thank you for inquiring about CAA's hourly rates. Our rates for Building Inspector (all trades) is \$90.00 dollars an hour. We currently are limited on the availability of inspectors in this area, but willing to pursue quality personnel once your staffing needs timetable is available.

If you have any questions about our services, please give me a call at 866-530-4980.

Sincerely,

Greg

Greg Robinson, CBO
Regional Director
Charles Abbott Associates, Inc.
gregrobinson@caaprofessionals.com

From: "Steiskal, Keith" <SteiskalK@villageoflombard.org>
Subject: Pricing for inspections
Date: February 23, 2016 at 6:27:34 AM PST
To: "info@caaprofessionals.com" <info@caaprofessionals.com>

Hello,

I am the Building Official for Lombard, IL. Can you please provide me with a price list for performing building, electric, plumbing, and mechanical inspections for permits in Lombard, IL (60148). These would be Monday-Friday 8:00 AM-4:40 PM. There is no need for a formal RFP response as we are just seeing who is out there that can help us and if the pricing is consistent with others in the area.

Thank you in advance for any help you can give,