


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

TO: PRESIDENT AND BOARD OF TRUSTEES
FROM: Scott R. Niehaus, Village Manager
DATE: April 6, 2018 BOT Date: April 19, 2018
TITLE: Waiver of Bids – B&F Construction Code Services (All Building Inspections)
SUBMITTED BY: William J. Heniff, Department of Community Development 

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Were any Bids Withdrawn _____ Yes _____ No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? _____ X Yes _____ No
If yes, explain:
Award Recommended to Lowest Responsible Bidder? _____ Yes _____ No
If no, explain:

FISCAL IMPACT/FUNDING SOURCE:

Budget Estimate: \$80.000/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 for the 2018 calendar year.


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 95-1295? _____ Yes _____ No
Waiver of bids – Public Act 85-1295 does not apply _____ X Yes

REVIEW (AS NECESSARY):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X _____ Date _____

MEMORANDUM

TO: Scott R. Niehaus, Village Manager

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

MEETING DATE: April 19, 2018

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. Since the expenditure to this vendor will exceed \$25,000, this is being brought to the Village Board of Trustees requesting approval in accordance with Village Finance policies.

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 documents 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 hour for all types of inspections
2. TPI - \$84 per hour for multi-discipline inspections, electric and mechanical inspections; \$80 per hour for electrical inspections.
3. HR Green - \$82 per hour for all types of inspections

Staff is seeking concurrence from the Village Board for approval of contractual services with B&F Construction Codes Services for the remainder of the 2018 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 2018 calendar year.



Village of Lombard, IL

INSPECTION PROPOSAL

April 4, 2018

SUBMITTED TO:

Keith Steiskal
Building Official
Village of Lombard
255 E. Wilson Avenue
Lombard, IL. 60148

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, mechanical, electrical, plumbing, 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, Mechanical, Electrical, Plumbing and Energy) shall be billed at the rate of Eighty Dollars (\$80.00) per hour for a building inspector and One Hundred and Fifty Dollars (\$150.00) per hour for Senior Administrative staff. Travel time of forty five (45) minutes 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 Continental Casualty; and
- C. Professional Liability Insurance underwritten by Hiscox.

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.

B & F CONSTRUCTION CODE SERVICES, INC.

2420 Vantage Drive • Elgin, IL 60124
Phone (847) 428-7010 • Fax (847) 428-3151

Upon acceptance, signatures of acceptance are required by at least two (2) authorized Village of Lombard officials.

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

B & F Construction Code Services, Inc.

Accepted By _____

Please Print _____

Title _____

Date _____

Professional Residential & Commercial Plan Review and Inspection Services

April 4, 2018

Mr. Keith Steiskal
255 E. Wilson Ave.
Village of Lombard
Lombard, IL 60148

Dear Mr. Steiskal,

It is our pleasure to submit this proposal to continue to provide the Village of Lombard with inspection pricing for an electrical inspector on Monday, Wednesday and Friday's. Electrical inspections to be performed by an Illinois Licensed Electrician or an Electrical Engineer.

Inspection Schedule

- Inspections to be scheduled in am from 8:00 to 12:00 pm and/or 12:30 pm to 4:00 pm.
- Additional inspections may be scheduled pending type of inspections as projects may vary greatly in time.
- Inspection requests to be faxed or emailed to T.P.I. by 3:30 pm one business day prior. Same day inspections based on availability.
- Minimum 1-hour plus 1-hour travel; Travel fee is waived if 4 hours or more per day.

Fee Schedule

Inspection Type	Normal Business Days
Electrical Inspector- Based on availability	\$80.00/hour
Multi-Disciplinary Inspector for Electric/Building/HVAC	\$84.00/hour
Plumbing Inspector	\$80.00/hour

Sincerely,

JoAnne Tisinai, CEO
T.P.I. Building Code Consultants, Inc.
321-325 Spruce St.
South Elgin, Illinois 60177
Phone: (630) 443-1567
Fax: (630) 443-2495
Email: tpi1@tpibcc.com

***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.*



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

HRGREEN.COM

PROFESSIONAL SERVICES AGREEMENT

For

**Village of Lombard
Daily Building Inspection Services**

Mr. Keith Steiskal
Building Commissioner
Village of Lombard
255 E. Wilson Avenue
Lombard, IL. 60148
Phone: 630-620-5763
Email: steiskalk@villageoflombard.org

Frank Urbina, NCARB, AIA
Licensed Architect / Chief Building Official – Midwest
HR Green, Inc.
420 North Front Street
McHenry, IL 60050

HR Green Project No.: 180118

April, 2018



2.0 Scope of Services

CLIENT agrees to contract with COMPANY to provide an ICC Certified Building Inspector to provide building inspections within the Village of Lombard as directed by CLIENT as listed above including but not limited to, Residential, Remodeling, Additions, Multi-family, Commercial, Industrial, Mixed Use, etc. and will also review building projects pertaining to Zoning and Planning as requested.

- A. As directed by CLIENT, COMPANY staff will respond to all building related inquiries by permit applicants, residents, developers, contractors and design professionals and other related miscellaneous Administrative duties as directed by Client. Company staff will also assist and meet with village staff and others as needed and requested by Client and will provide building code technical support.
- B. As directed by CLIENT, COMPANY staff will provide on-site and off-site (via telephone and email) consultation to assist residents, business owners, developers, contractors and design professionals as required.
- C. COMPANY staff will provide the services during the Village's normal business hours or as directed by CLIENT and will include:
 - Excellent customer service to the public as an extension of Village staff.
 - On-site and off-site problem solving and working closely with property owners through occupancy as directed by CLIENT.
 - Proficiently communicate with permit applicants, contractors and design professionals to provide clear and concise direction as determined by CLIENT.
 - Participate with other Village departments and staff as needed and as directed by Client.

3.0 Deliverables and Schedules Included in this Agreement

This Agreement shall be for a term beginning on or about April 16, 2018 through December 31, 2018. The CLIENT shall have the right to renew this Agreement for One (1) additional one year term pursuant to the same terms and conditions remaining the same.

COMPANY shall begin performing the services on April 16, 2018 after notice to proceed from CLIENT. The actual start date can be reviewed and amended to meet the needs of the CLIENT.

4.0 Client Responsibilities

CLIENT is to provide COMPANY appointed staff with use of all adopted Building Code books, Local Municipal Codes and Ordinances with Amendments, Historical District information and Subdivision Ordinances and Sign requirements, standard permit plan review forms and any other applicable forms or documents as well as access to printing and scanning equipment, Village software access and other related office equipment and supplies needed to perform daily duties. Client is to provide Company staff with Village photo ID badge and daily access to Village Hall as required.



BILL RATE FEE SCHEDULE – 2018 (As Applicable)

Task	Personnel	Bill Rate
Civil / Structural Engineering Reviews	Professional Engineer I / II	\$134 - \$170 per hour
Building Plan Reviews Residential and Commercial	ICC Certified Chief Building Official / Master Code Professional	\$113 per hour
Licensed Architect Reviews	State Licensed Architect	\$188 per hour
Building, Mechanical, and Electrical Inspections	ICC Certified Building Inspector	\$82 per hour
Plumbing Inspections	IDPH Licensed & Certified Plumbing Inspector	\$82 per hour
Permit / Administrative	Permit Coordinator / Admin. Assistant	\$78 per hour
NOTE: HR Green will only bill for actual time spent		

5.0 Professional Services Fees

The fee for services will be based on the Basic Services as selected by client and according to COMPANY's standard hourly rate fee schedule.

Invoices for COMPANY's services shall be submitted, on a monthly basis. Invoices shall be due and payable upon receipt. The CLIENT agrees to pay in a timely manner following the terms of the "Illinois Local Government Prompt Payment Act, 50 ILCS 505".

6.0 Extra Services

Any service required but not included as part of this contract shall be considered extra services. Extra services will be billed on a Time and Material basis with prior approval of the CLIENT.

7.0 Exclusion

This fee does not include attendance at public meetings or public hearings other than those specifically listed in the Scope of Services. These service items are considered extra and are billed separately on an hourly basis.