



# Architectural Design Review Professional Consultant

Oak Park, IL | October 29, 2018

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October 29, 2018

Craig Failor, AICP, Village Planner  
Department of Development Customer Services  
123 Madison Street  
Oak Park, IL 60302

Re: Request for Proposals for Architectural Design Review Professional Consultant  
Due: October 29, 2018 at 5:00 PM CDT

Dear Mr. Failor,

SAFEbuilt Illinois, LLC (SAFEbuilt) is pleased to submit our response to the Village of Oak Park's (the Village) *Request for Proposals (RFP) for Architectural Design Review Professional Consultant*. We are highly qualified to support the Village's design standards.

We have provided comprehensive Community Development and Improvement Services since 1992. SAFEbuilt currently partners with more than 800 government agencies in various capacities across the country to create safe and accessible places to live, work and play. Our local teams are skilled at assessing needs and connecting their expertise to envision solutions that bring a shared success. Together, balancing priorities results in projects that advance the quality of life and design in the communities we serve.

Our approach to the *Scope of Services* includes a proposed team of experienced architects backed by a company with decades of experience in Illinois. Our established design plan review process and schedule, as well as outstanding customer service, gives communities confidence in our ability to complete work on-time and within budget.

Throughout our response, we aim to differentiate SAFEbuilt as the company that provides the highest quality services and most enhanced value to the Village —not only through our experience, but also through dedication to customer service and flexibility to adapt to fluctuating workloads.

SAFEbuilt does not, and agrees not to perform architectural design work in the Village for the duration of this contract.

Thank you for your time and consideration in reviewing our qualifications. If you have any questions about our proposal, please contact me at 312.339.0436 or [snero@safebuilt.com](mailto:snero@safebuilt.com).

Best Regards,



Steve Nero | Director of Business Development  
SAFEbuilt

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# 1. Firm Statements

SAFEbuilt was founded in 1992 for the sole purpose of providing exceptional Building Department services to local governments. Today, SAFEbuilt is a national leader performing value-added professional, technical and consulting services. We partner with over 800 communities of all sizes in 18 states and the District of Columbia for the efficient delivery of third-party solutions.

## FIRM OVERVIEW

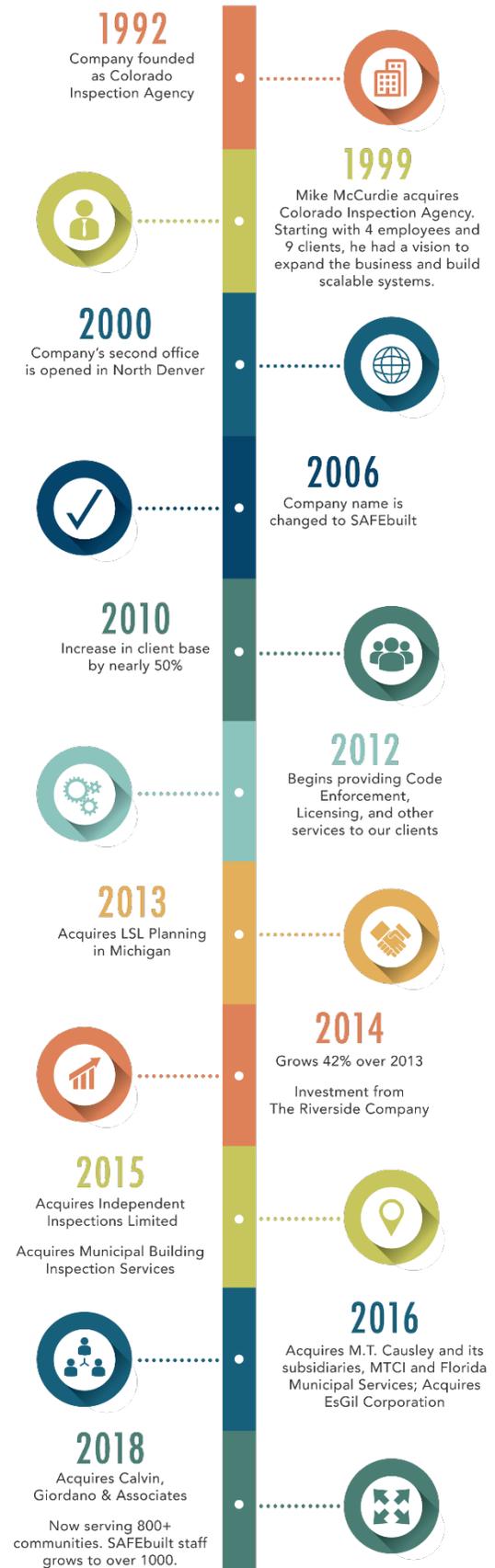
Our teams—more than 1,100 full-time employees throughout the country—currently manage clients nationwide. Through a personalized approach, SAFEbuilt offers personnel expertise, innovative technology, and unparalleled commitment to deliverables and customer service.

SAFEbuilt employees hold licenses and certifications in many industry disciplines. Additionally, they are members of industry organizations and sought after speakers, and serve on committees to help define industry best practices.

- ✓ Registered Architects
- ✓ Structural and Civil Engineers
- ✓ Master Code Professionals
- ✓ International Code Council (ICC) Certified Building Officials
- ✓ ICC Certified Structural Plan Reviewers
- ✓ ICC Certified Fire Plan Reviewers
- ✓ ICC Certified Building Inspectors
- ✓ ICC Certified Mechanical Inspectors
- ✓ ICC Certified Electrical Inspectors
- ✓ ICC Certified Plumbing Inspectors
- ✓ ICC Certified Fire Inspectors
- ✓ Licensed Arborist and Landscape Architects

We ensure the highest levels of service, professionalism, and responsiveness in the industry. SAFEbuilt supports and enhances municipal building departments through proven best practices, qualified personnel, innovative technology, and constantly improving service levels. Our growing areas of project experience include, but are not limited to:

- ✓ Healthcare facilities
- ✓ Sports arenas
- ✓ Schools
- ✓ Resorts
- ✓ Correctional facilities
- ✓ Retail and big-box stores



- ✓ Manufacturing facilities
- ✓ Residential and retirement communities

## DISCIPLINE CAPABILITIES

While we started by simply providing construction inspections for a few towns in Colorado, our areas of service have expanded over the past 26 years to include:

- ✓ Building Department Services
- ✓ Planning & Zoning
- ✓ Fire Prevention Services
- ✓ Engineering
- ✓ Private Provider
- ✓ Landscape Architecture
- ✓ Facilities Management
- ✓ Technology Enablement

## PARTICIPATING ARCHITECTS

**Sally Guregian, AIA** – Licensed Architect in Illinois

**Salvatore Gaeta, RA ALA** – Licensed Architect in Illinois

## STAFF AVAILABILITY

Based on our review of the Request for Proposals (RFP) and analysis of our team's prospective assignments, we are confident we can easily integrate the Village's project into our present workload. All proposed personnel are available to begin work immediately at contract execution.

## 2. Qualifications

Our team consists of industry professionals who provide communities with consistent and responsive customer service every day. We approach our work with pride and professionalism, getting the job done the right way, day in and day out.

We are committed to providing excellent personnel to work closely and efficiently with the Village. Our success is due to our ability to attract, develop, and retain a quality workforce readily available to serve our clients.



### KEY PERSONNEL

The combined team has more than 70 years of architectural experience. Both Ms. Guregian and Mr. Gaeta have worked as project architects and plans examiners, giving them the necessary expertise to fulfill the Village's design review requirements.

**Sally Guregian, AIA** – Ms. Guregian is a Licensed Architect in Illinois and has a Master of Architecture with an emphasis in Historic Preservation and Conservation. Her experience includes:

- ✓ Interior and exterior plan reviews
- ✓ Quality control reviews
- ✓ Coordination with electrical, mechanical, plumbing and civil engineering consultant
- ✓ Supervision of construction drawing preparation
- ✓ Preparation of specifications
- ✓ Life safety inspections and preparation of reports
- ✓ Life safety implementation
- ✓ Handicapped accessibility
- ✓ Playground and parking improvement projects for elementary, secondary and school districts

**Salvatore Gaeta, RA ALA** – Mr. Gaeta is a Licensed Architect in Illinois. He is currently President/Trustee of the Glenbrook Sanitary District and Architectural Liaison for the Glenbrook Countryside Homeowners' Association – Covenants, Building & Zoning Committee. His experience includes:

- ✓ Interior and structural plan reviews
- ✓ Planning and design through the careful study of aesthetics and proportions
- ✓ Coordination with zoning, plan commission and engineering
- ✓ Supervision of construction drawing preparation
- ✓ Preparation of specifications
- ✓ Life safety inspections and preparation of reports
- ✓ Handicapped accessibility

### RÉSUMÉS

Staff résumés immediately follow this page.



# SALVATORE GAETA, R.A. ALA

Lead Architectural  
Review Design  
Consultant

## REGISTRATION

Licensed Illinois #001.012525

## PROFESSIONAL AFFILIATIONS

Illinois Association of Licensed  
Architects (ALA) - 2002

ICC Member #8412387

## CERTIFICATION

ICC Certified Residential  
Plans Examiner

## EDUCATION

- **Illinois Institute of Technology** - Bachelor of Architecture – High Honors, AIA Medal of Academic Excellence with a Minor in Construction Management, 1985
- Licensed Architect in Illinois, since 1988
- President/Trustee of the Glenbrook Sanitary District
- Architectural Liaison for the Glenbrook Countryside Homeowners' Association – Covenants, Building & Zoning Committee, since 2005
- ICC Certified Residential Plans Examiner

## WORK EXPERIENCE

- **Municipal Manager / Plans Examiner**, SAFEbuilt, 04/2015 to Present
  - Operations Manager for Building Department personnel in various jurisdictions in the northern suburbs of Chicago. Administrative duties include servicing, coordinating, maintaining, and retaining positions including Permit Technicians, Plan Reviewers, Code Enforcement Officers, Building and Plumbing Inspectors.
  - Code Transition consultation and updating of adopted ICC model codes through revisions made to local amending ordinances for numerous jurisdictions.
  - Plan examination of residential and commercial projects, electronically and on paper. Reviews include standard disciplines; building, structural, accessibility, energy, mechanical, electrical, plumbing and coordination with zoning, plan commission and engineering.
- **Principal**, Architekton Limited, Northbrook, IL, 06/1999 to 04/2016
  - Established and incorporated in 1999, for the expressed purpose of rendering quality design services to a varied clientele. The practice developed and evolved a design philosophy that transcended architectural labels through a careful study of aesthetics and proportions present in all vernacular styles. The extensive design experience ranged from multi-family residential to light industrial and commercial/retail business.
    - > Clock Tower Pointe
    - > Walnut Park Shopping Center
    - > Plaza 6060
    - > Buffalo Wild Wings Grill & Bar
- **Vice President & Project Architect**, Roy H. Kruse & Associates, Chicago, IL, 02/1987 to 06/1999
  - Responsible for and oversaw the planning, design, cost estimating, specifications, and construction documents of large scale projects ranging from, residential, commercial, industrial, office and public schools.
    - > Old Town Square Shopping Center
    - > HUD Scattered Site Housing Program
    - > Lunt Manufacturing – Processing Addition



# SALLY GUREGIAN, AIA

**Architectural Review  
Design Consultant**

## EDUCATION

**The University of Michigan**

Bachelor of Science, 1977

Master of Architecture, 1980

- Concentration in Historic  
Preservation and Conservation

## REGISTRATION

Licensed Architect, Illinois

1994 to Present

## MEMBERSHIP

American Institute of Architects

The National Trust for  
Historic Preservation

Landmarks Illinois

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

## WORK EXPERIENCE

- **Plans Examiner**, SAFEbuilt, 05/2018 to Present
  - Community Development Department, Village of Gurnee, Illinois. Responsibilities include architectural and mechanical plan review for all commercial and residential construction, consultation with developers regarding potential construction projects, and assisting owners, contractors, and the general public.
- **Self-Employed**, 08/2016 to 2018
  - Worked on a contract basis with other architects. Projects included roofing replacement at the Rocky Ledge Condominium and replacement of wood-framed rear porches at the Four Corners II Condominium, both in Chicago.
- **Senior Associate**, Studio AH dba HPZS / Hasbrouck Peterson Zimoch Sirirattumrong / Hasbrouck Peterson Associates, 08/1988 to 08/2016
  - Responsibilities included interior and exterior building inspections and code reviews; in-house quality control reviews; coordination with electrical, mechanical, plumbing, and civil engineering consultants; supervision of construction drawing preparation; preparation of specifications; field supervision of intern architects; and construction administration. Representative commercial, institutional, and public and private multi-family residential clients
- **Project Architect**, Raymond J. Green and Associates, Inc., Evanston, IL, 03/1984 to 08/1988
  - Responsibilities included life safety inspections and preparation of associated reports, as well as preparation of construction documents for sound abatement, life safety implementation, handicapped accessibility, and playground and parking improvement projects for elementary, secondary, and unit school districts located in the north and northwest suburbs of Chicago.
- **Project Assistant**, The University of Michigan Hospitals, Ann Arbor, MI, 03/1982 to 08/1983
  - Designed and assembled full-scale mockups of proposed prototypical outpatient examination rooms, conducted hands-on evaluation of the mockups by medical personnel, and co-authored the project report.
- **Research Associate and Editor**, The University of Michigan Hospitals, Ann Arbor, MI, 1979 to 1982
  - Evaluated and documented the functional adequacy and condition of probate, district, and circuit court facilities throughout Michigan; developed guidelines for court construction in the State of Michigan which were adopted by the State Supreme Court in the spring of 1983; and provided consulting services to court facilities administrators. As Editor of The Michigan Courthouse Study, a seven-volume publication prepared for Michigan's State Supreme Court Administrative Office, responsible for preparation of all written content for author review, as well as editorial review of the assembled documents.

### 3. Experience with Similar Projects

The Village needs a provider with relevant project experience of similar size, scope, and complexity. As described in this proposal, SAFEbuilt delivers industry-leading tools and techniques to meet the Village's requirements. Our proven approaches increase productivity through established work management, scheduling, and technical expertise. Further, we leverage a continuous process improvement philosophy to enhance service delivery throughout contract performance.

#### THE CLOCK TOWER POINTE

**Location:** Village of Harwood Heights, IL – 7440 W. Lawrence Ave.

**Client:** Zitella Development Corp.

**Contact Person:** Bobby Zitella, 708.867.3799

**Dates of Completion:** 2005 to 2007

**Description:** This 6 story, 180-unit residential condominium project consists of two buildings and two levels of indoor parking. The 3-acre site anchors a corner of the newly revitalized 'commercial' corridor in Harwood Heights.



**Deliverables:** Preparation of architectural exhibits, renderings and material boards for presentations before planning staff, the Harwood Heights Planning Committee and the Village Board of Trustees.

#### ONE PARK PLACE OF SCHILLER PARK

**Location:** Village of Schiller Park, IL - 9850 W. Leland Ave.

**Client: Contact** Leland Builders, LLC

**Person:** Ray Rosato, Partner, 847.698.2000

**Dates of Completion:** 2006 to 2008

**Description:** A 4-story, 60-unit residential condominium project consists of a one-story ground level parking garage with three levels of residential units above. This 62,300 sf site near O'Hare Airport was developed and coordinated by local industrial property owners.



**Deliverables:** Preparation of architectural exhibits, renderings, material boards for presentations before planning staff, the Schiller Park Planning Commission and the Village Board of Trustees.

## OLD TOWN SQUARE SHOPPING CENTER

**Location:** City of Chicago, IL – 400 W. Division St.

**Client:** MCL Development Inc.

**Contact Person:** Dan McLean, Principal,  
312.775.9085

**Dates of Completion:** 2002 to 2004

**Description:** A 5-acre site with a one story strip shopping center anchored by a 65,000 sf Dominick's Finer Food store. The prairie style design echoes a theme popular in the area.

**Deliverables:** Preparation of architectural exhibits, renderings, material boards for meetings and presentations before the Chicago planning staff and the Chicago Zoning and Planning Committee chaired by Alderman Bill Banks.



## NORTHWEST TOWER BUILDING

**Location:** City of Chicago, IL – 1600 N Milwaukee Ave.

**Client:** DINKO, Inc.

**Contact Person:** Susan Dinko, 312.545.6990

**Dates of Completion:** 1999-2011

**Description:** City of Chicago Critical Wall Examination and Ongoing Inspections. A multi-year program of preparation of construction documents and observation of repairs of brick and limestone masonry, City of Chicago Life Safety Evaluation, and architectural consulting services for a 12-story Art Deco office building designed by architects Perkins, Chatten & Hammond and completed in 1929.

**Deliverables:** Preparation of construction documents and observation of repairs of brick and limestone masonry, as well as life safety evaluations and ongoing inspections.



## 4. Approach to the Project

The SAFEbuilt team understands that every public agency has a unique culture and service requirements specific to their community. The quality and training of our staff, combined with our robust business systems and core commitment to customer satisfaction, ensures each community receives the highest levels of contract performance, professionalism and responsiveness in the industry.

### The SAFEbuilt Team Advantage

By working with us, the Village will benefit from the following cost efficiencies, service improvements, and benefits:



- ✓ **Concentrated Focus on Cost-Saving Approaches and Methods.** Because we serve many municipalities and agencies, we are constantly improving and adapting to provide our clients with the most cost-effective services. We share a wealth of recommendations from our varied experience with other communities to help keep our clients' budgets on track.
- ✓ **Swift Turnarounds and Expedited Services.** With extensive experience in the digital plan review process, our staff excels at providing prompt turnarounds. We easily match, and more often beat, any required turnaround deadlines.
- ✓ **Effective Coordination with other Village Departments.** Our people are trained in promoting collaboration and cooperation with other departments and agencies. Effective communication is a key component and we have multiple communication solutions available which will be flexible to the unique needs of the municipality.
- ✓ **A Wealth of Code Knowledge and Building Industry Experience.** We maintain staff fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's cutting edge, many serve as popular educational instructors and lecturers, as well as sit on leading boards and committees for organizations developing and implementing important code regulations. We also keep up with the latest in procedure and use of products (e.g., green building, accessibility).
- ✓ **Ability to Adjust Service Levels to Meet Your Needs.** We quickly fine-tune staff or staffing levels to match changes in activity to ensure a high level of customer services is maintained. We have picked staff uniquely qualified and experienced to deliver the exact services requested. In addition, we are skilled at assessing time commitments, developing an accurate work plan, and applying dedicated, professional personnel.
- ✓ **Leading-Edge Technology with Cost-Saving Solutions.** We deliver a suite of digital options for municipalities – prompt digital plan reviews including electronic versions of plan comments, and optional, easy-to-use online web application/portal for submittal, tracking and approval of digital plans; and available full scanning and archival services.

- ✓ **Environmentally Friendly Practices.** Our corporate policy on sustainability supports a healthy environment, reduces our carbon footprint, and promotes environmental stewardship through environmentally preferable purchasing and other sustainability actions. Our digital plan review system encourages the bypass of paper use, and all possible documents at SAFEbuilt are printed double-sided on recycled, post-consumer content paper.

## SCOPE OF SERVICES

Our team brings the skills and experience necessary to meet your needs as outlined in the RFP.

SAFEbuilt’s architects use best practices to meet the Village’s staffing and service requirements, managing projects effectively and efficiently, completing all deliverables on-time and within budget.

Our comprehensive methodology ensures compliance with the expectations and approaches to architectural design review. With staff who practice this discipline every day, our staff stay up-to-date with current industry standards, practices and codes.

### Managing Projects

At contract start, Ms. Guregian and Mr. Gaeta will meet with the Village and its representatives to discuss our program and mutually agreed upon methods to provide performance updates.



One of the keys to efficient and successful engagement is clear, effective communication. It is important that everyone involved on a contract of this size and scope be aware of changes, progress, and challenges. We commit to work with you to determine the best ways to communicate the right information to the right people at the right time.

Our priority is to ensure the best possible experience working with our team—with minimum impact on the Village and its citizens. Face-to-face meetings are an integral part of the plan, especially at contract start-up, and involve all applicable staff from the Village and SAFEbuilt. It is important that everyone involved be aware of progress and changes they can expect going forward. We will prepare communications that can be shared with all Village staff, detailing what to expect during contract transition and moving forward.

We will work with you to develop a performance reporting schedule and format to meet your needs. Formats may include monthly, quarterly and annual reports summarizing activity levels, adherence to performance metrics, and other items of special interest to the Village. Throughout the life of the contract, we ensure our work effort is clearly communicated to the Village, adjusting as necessary. In addition, we maintain constant communication between all our operations.

### Design Plan Review Process

SAFEbuilt ensures submittals are properly coordinated and tracked by following an established internal architectural design plan check process in which each plan is entered into our database, processed and returned to the client on time. Our plan tracking procedures are designed to track each submittal throughout the review process and maintain accurate and comprehensive records for each submittal. To accomplish this, we:

- ✓ Access building permit plans via the Village’s VillageView Permitting Software system when notified of a pending review
- ✓ Screen and log permit documents to ensure timely routing to architectural design reviewers
- ✓ Receive minutes of Pre-Application Conference and review with the Zoning Administrator
- ✓ Complete preliminary review of submittal in accordance with local, state, and federal regulations, as well as Article 7 of the Village’s Zoning Ordinance
- ✓ Request additional and/or supporting information from permit applicant
- ✓ Review available contextual information—zoning and planning maps, previous permits (if a renovation), photographs of adjoining properties, etc.
- ✓ Complete detailed review of:
  - » The location, arrangement, size, design, and general site compatibility of structures and site elements
  - » Landscape and the arrangement of open space or natural features on the site
  - » Circulation and off-street parking
- ✓ Prepare report listing compliance and non-compliance items for delivery to applicant and Zoning Administrator
- ✓ Review application deficiencies with Zoning Administrator
- ✓ Request additional submittal information from applicant, if necessary
- ✓ Complete final review
- ✓ Complete and submit report via the VillageView Permitting Software system
- ✓ 10 day turnaround time
- ✓ Expedited turnaround time - five days



SAFEbuilt receives working drawings from the jurisdiction or directly from the applicant by mail, FedEx, or via electronic transmission. Our process has been designed to not only be convenient for our client jurisdictions, but also highly convenient for designers and permit applicants. We will provide transportation for all plans on an as-needed basis.

We understand the importance of communication between applicants, the Village, and SAFEbuilt. Through telephone communication and the Village’s permitting software system, we are confident that we can achieve and maintain the level of communication required by the nature of the project.

## FEE SCHEDULE

SAFEbuilt’s pricing is tailored to each contract—we work with our partners to establish reasonable rates for the services we provide. Our fee is all-inclusive of overhead, materials and equipment, including all safety equipment required by the Village. Our proposed fees are calculated based on the services needed, staff required, and applicable overhead costs.

Proposed pricing — \$105.00 per hour as-needed