



June 2017

PROPOSAL FOR: Plan Review and Inspection Services

PREPARED FOR: The Village of Oak Park

Submitted By



HRGreen®

420 N. Front Street, Suite 100
McHenry, Illinois 60050

Learn more at HRGreen.com

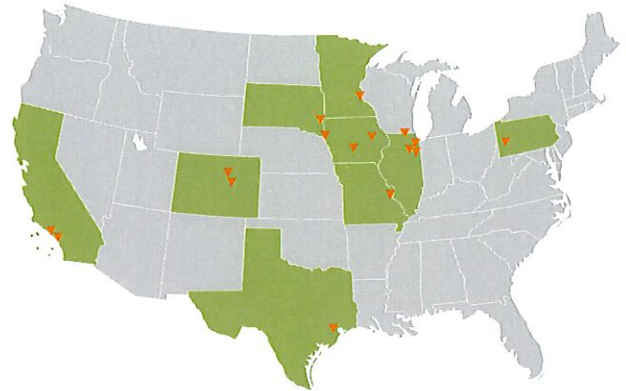


Table of Contents

HR Green Brief Description	2
Executive Summary	3
Scope of Work & Narrative	4
Workload and Qualifications	12
Necessary Professional Licenses	20
Detailed Cost Proposal	21
References	24
Certificate of Insurance	25
Statement of Credit/Ability to Perform Based on Financial Resources	26
Appendix	i
▪ Required Forms and Signatures	
▪ RFP Inspection and Plan Review Services	

HR Green Brief Description

For more than a century, HR Green has been dedicated to providing the services that our clients need to achieve success. We collaborate across geographies and markets to provide the engineering, technical, and management solutions that connect and shape communities and are driven by the commitment of our clients.



Organization

- Employee owned. Stockholders elect Board of Directors
- Current offices located in **Illinois**, California, Colorado, Iowa, Minnesota, Missouri, South Dakota, and Texas.

WE PROVIDE THE FOLLOWING COMPREHENSIVE SERVICES:

Governmental Services – Our professionals combine creativity with reliability to provide staff augmentation and consulting services to local governments. We provide engineering, public works, planning, and building departments with staff to meet the variable workloads without the normal long-term costs.

Transportation – Whether your infrastructure needs include design, construction, funding identification, innovative geometry, environmentally sensitive areas, sustainable and attractive structures, or difficult traffic challenges, we can provide the solutions you need.

Water – From feasibility studies through construction phase services, we help clients achieve reliable, cost-effective, and innovative solutions for potable and process water, wastewater and water resources management.

Land Development – We unify engineering, surveying, construction, land planning, and landscape architecture consultants into a single, integrated team that excels at project efficiency, effective project management and outstanding communication.

Environmental – Whether your environmental needs include the remediation of brownfields sites to allow for redevelopment in your community, environmental compliance for infrastructure and facilities, or NEPA services for transportation infrastructure, HR Green can provide environmental solutions for your project.

Construction – Our construction professionals are experienced with projects for municipal, county, and state clients that include bridges, roads and highways; storm and sanitary sewers; water distribution systems; water treatment facilities; wells, and storage facilities; pumps and lift stations; and wastewater facilities.

Executive Summary

HR Green is pleased to continue to assist the Village of Oak Park with your Plan Review and Inspection needs. At your direction, we have prepared this proposal as a general outline of the work activity anticipated to complete this assignment. We understand that the inspection services will be for the following disciplines: Building, Mechanical, Electrical, and Plumbing inspections of construction work within the Village boundaries. We further understand that the Plan Review services will be permit-related for the following: Building, Mechanical, Electric, Plumbing, Energy, as well as Accessibility plans for commercial and residential projects within the Village of Oak Park's boundaries.



We have worked with the Village and are committed to provide **effective and efficient customer service** to your citizens, developers, contractors, architects and engineers and will deliver answers to frequently asked questions and general information about the development process. HR Green will work in compliance with Village policy, codes, and interpretation. We have worked and will continue to work with the Director of Development Customer Services, the Chief Building Official and Department Staff and will adhere to the Village's requirements for scheduling, reporting, software usage, equipment standards, personnel assignments, training, policy compliance and personnel qualifications.

We understand that Inspection services for the Village can mean a site visit for any plumbing, electrical, building (including structural and accessibility) or mechanical inspection, and service request inspections, such as stop work orders, construction site maintenance, etc. Village inspections shall include, but not be limited to, any necessary research or consultation, all meetings and phone conversations with Village staff, permit contacts and applicants, written and **electronic documentation**, and all site reviews related to an Inspection. HR Green Inspectors are in your office (e.g. Mechanical, Plumbing, Electrical and Building) will be available to the Village and will provide appropriate personnel to perform the Inspections and Re-inspections from the time an Inspection is requested by a permit applicant and scheduled by the Village. In addition, HR Green inspectors will assist in enforcing code violations through the Circuit Court and the Administrative Adjudication process as well as will be available for emergency and after hours as needed.

Our staff will provide services daily from the Village Hall and in addition, we have additional staff that can provide assistance remotely from our McHenry office and one who works remotely from his home, Ken Welch. We will perform **comprehensive building plan reviews** on a wide variety of private developments, such as single-family residential, multifamily residential, commercial, and industrial buildings. These reviews may include complete or partial reviews of projects for compliance with fire and life safety, structural, energy, green code, accessibility, electrical, mechanical and plumbing requirements in accordance with current applicable state and local codes.

We will continue to provide project momentum balanced with plan reviews that comply with applicable codes, requirements, and design standards. The various parties need objective reviews from registered engineers and certified specialists coupled with quick turnaround review comments in a seamless manner.

ICC-Certified HR Green Inspectors will provide building inspections of all trades. HR Green shares your philosophy as stewards to facilitate the permit approval process.

Our goal is to continue to provide helpful code insight, responsiveness, and collaboration early and often to applicants while leveraging a **proven development review process** and electronic plan review/digital commenting to maximize efficiencies, promote project transparency, and save time and money.

Scope of Work & Narrative

HR Green Staff understands the dynamics and challenges associated with successfully implementing Building Department Services and our staff team is equipped with the following:

- **Flexibility** – Quick adaptability to short, changing or unique schedules, work scopes, working environments or other restrictions
- **Responsiveness** – Ease of access to technically proficient consultant staff
- **Proactiveness** – Thinking ahead with hands-on project management
- **Innovation** – Using creative, big picture thinking to save time and money
- **Reliability** – Meeting project schedules and budgets with quality work
- **Effectiveness** – Logical sequencing to identify priority projects and formulate an effective program

Along with required technical skills, our proposed staff will maintain integrity, be proactive, flexible and communicate effectively. An orientation to Village policies and procedures will also take place prior to staff assignment in order to save time and streamline the mobilization process. Our knowledge and understanding of municipal services will also direct us to coordinate with internal and external agencies when necessary.

Inspection:

- HR Green's qualified inspectors will perform the following disciplines: Building, Mechanical, Electrical, Plumbing, Energy, and Accessibility Inspections within the Village boundaries.
- HR Green will provide appropriate personnel to perform the Inspections and Re-inspections within 24 hours from the time an Inspection is requested by a permit applicant and scheduled by the Village.
- HR Green will also accept the assignments of the in-house staff (one inspector) as needed due to illness, training or vacation.

Plan Review:

- HR Green plan reviewer's will perform technical review of Building, Mechanical, Electrical, Plumbing, Engineering, Energy, and Accessibility plans for a variety of commercial and residential projects performed under Village-issued permits.
- HR Green plan reviewers will also assist at the counter to answer technical questions in an as-needed basis.
- HR Green will also accept the assignments of the in-house staff (one inspector) as needed due to illness, training or vacation.
- HR Green will also accept the assignments of the HR Green staff as needed due to illness or vacation.
- HR Green plan reviewers shall be responsible for routing to Elevator Service Provider's office and the HR Green home office. (Please note that **HR Green has formed a strategic alliance with Thompson Elevator Inspection Services, Inc.** Please see page 17 for Value Added Customer Services).
- HR Green will provide appropriate personnel to perform Standard Plan Reviews and Re-reviews within five (5) business days after the time the plans are submitted to the Service Provider. Larger jobs shall be expected to be reviewed within a five (5) business days to ten (10) business days, while new high-rise or large structures shall take no longer than fifteen (15) business days. (Please refer to HR Green Typical Plan Review Lead Time on page 8).
- HR Green Expedited Plan Review's will be completed three (3) days after the time the plans are submitted to the HR Green home office.

Hours:

- HR Green will adhere to the normal working hours for the Village of Oak Park. Our inspectors will follow the normal hours of scheduled inspections from 8:30a.m. to 5:00 p.m., Monday through Friday, and will also follow the holiday schedule as outlined by Village of Oak Park policy.
- ICC-Certified HR Green Inspectors will perform emergency or after-hour inspections as needed within two hours of notice requested by the Village of Oak Park. We will also provide emergency and after-hour contact information of HR Green inspectors to the Village and the Fire and Police Departments call-chain list for phone consultation and emergency inspection of building related issues.
- We also note that all services are to be performed under the supervision of the Director of Development Customer Services and the Chief Building Official/Permits Processing Manager and in compliance with the Village policy, Codes, and Interpretation. All inspections and plan reviews will be performed in a non-adversarial, ethical, professional, and personable manner.
- HR Green will also provide a consistent / stable roster of inspectors.

Inspection Scheduling:

- HR Green will be responsible for entering all results of Inspections into the Village's Inspection software system, onsite.

Plan Review Scheduling:

- HR Green will assign a full time plan reviewer to be stationed in the Permit Processing Division during business hours.
- HR Green plan reviewer, stationed in the Permit Processing Division, will have plan reviews assigned in the Village View Permit Program and will be responsible for scheduling the review for completion within the time required for a Standard or Expedited Plan Review.
- HR Green will be responsible for completing plan reviews as assigned to the home office as submitted through the paper process or electronically.

Plan Review Results:

- HR Green plan reviewers are capable of conducting an efficient and thorough electronic plan review using the Bluebeam software in a timely manner.

Consultation:

- HR Green will provide all permit-related phone consultations in regards to plan review, re-review and/or inspections with the Village staff and permit contacts (including the applicant), as necessary, during normal business hours or after business hours.
- HR Green will provide the services of a technical staff member, who is a Master Code Professional as certified by the International Code Council, for phone consultation with Village Staff during normal business hours.
- HR Green will assign the appropriate personnel to provide technical assistance and address daily inquiries regarding building-related matters in the absence of the Chief Building Official due to vacation, sick leave, etc.

Equipment:

- HR Green will provide all vehicles, clothing, code books, inspection equipment, safety equipment and other related materials necessary to perform the services as outlined in the Village of Oak Park Request for Proposal. Our inspectors will carry identification clearly showing they are Village authorized inspectors.
- HR Green personnel will have a professional appearance. Our staff will wear a collared shirt with the HRG company logo and be kept in a clean and tidy appearance. HRG staff's professional appearance will include good hygiene and manicured hair.

Personnel Assignment:

- HR Green will provide the Village of Oak Park the opportunity to meet and interview our proposed assigned personnel. The Village also reserves the right to designate alternative personnel of HR Green assigned staff, once the contract commences, should the Village be dissatisfied with his/her performance.

Village Training:

- HR assigned staff will attend training on various Village policies including, but not limited *to software, procedures, Village Code requirements, and tree protection.

Policy Compliance:

- HR assigned personnel, will execute the Village's Guiding Principles, Policies and comply with certain Village policies regarding computer software and other user agreements.

**Unique characteristics to the delivery of
Building Department Services include:**

- ✓ Enhanced Customer Service Experience
- ✓ Following Village Protocols / Processes
- ✓ Maintaining Quality of Deliverables within Time-Sensitive Deadlines
- ✓ Leveraging Multi-Faceted Staff
- ✓ Providing Customized Solutions
- ✓ Utilizing Village View and Bluebeam Software
- ✓ Rapid Response to Emergency Situations
- ✓ Highly Technical Experience
- ✓ Minimize Amount of Legal Counsel Time to Enforce Codes
- ✓ Collaboration and Partnership with the Village

Inspection

HR Green has and will continue to provide a consistent roster of International Code Council (ICC) Certified Inspectors to perform building inspections during the construction phases of the Village's improvement projects. Our Building Inspectors will conduct inspections of all trades to verify that the construction complies with approved plans, specifications, and all applicable codes and ordinances. Inspectors and staff will provide on-site consultations to residents and contractors to determine areas of non-compliance. We will monitor safety and security procedures and will report and document any unsafe concerns and/or code violations. Our inspectors will work to educate and inform residents/contractors to gain compliance in advance of enforcement action, while at the same time complying with the enforcement time schedules prescribed by the Village. At the Village's request, we will also provide electronic documentation, record all inspections into the Village's software system including their results, and track their status for compliance. The HR Green Permit Coordinator can assist the Village with scheduling as needed. In addition to meeting the scheduling requirements set forth by the Village, our inspectors will provide 24 hour Emergency or After-Hour assistance as requested by emergency or village personnel. In addition, HR Green will provide the necessary contact information to be added to the Emergency Call Chain List.

Building Services Differentiators

- ✓ Licensed Architect and Certified staff provides highly technical plan reviews
- ✓ Extensive experience in high-rise construction inspections
- ✓ Staff has and is currently supporting numerous cities with Building Services
- ✓ Multiple office locations allows for additional help and a quick response time
- ✓ Emergency and After-hour inspection support

HR Green's ICC-Certified Building Inspectors shall provide the following field services during the Village's normal business hours:

- Read and study project specifications to verify that structural or architectural changes have been stamped as approved. We will recognize the need for and require plan reviews for electrical, plumbing, mechanical, energy (ResCheck and ComCheck), and ADA (as applicable) code requirements
- Perform and document inspections on construction projects to determine that all aspects of the project, such as foundations, building, electrical, plumbing, and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, green building and disabled access requirements, including known Village, county, state, and federal requirements
- Provide excellent customer service to the public as an extension of Village staff. Our certified inspectors are knowledgeable and specialize in on-site problem solving and working closely with property owners through completion of the inspection and occupancy
- Identify and document deviations between approved plans and actual field installations
- Write detailed correction and/or stop work order notices, as applicable
- Proficiently communicate with contractors, architects, engineers and building owners to provide clear and concise direction
- Bring to the attention of the Village for approval of any changes in building, plumbing, mechanical, electrical and related work consistent with code and ordinance requirement

- Provide convenient building inspection appointments with two hour windows or immediate response to emergency or after-hour types of inspections to better serve the public
- Participate in reviews with fire, health, and other government agency inspectors, as well as owners, developers and contractors
- Maintain a record of non-complying items and follow up to resolution
- Incorporate and update inspection reports using the Village's software system

Our building inspection activities can be adjusted on fast track projects to provide a high level of coordination specifically suited to the design build concept and to gain compliance with all applicable codes required by the Village. Fast track projects may be built into small phases based on incremental design and fabrication steps. In such cases, our inspection team keeps daily logs to track corrections and plan review changes. We recognize that there are alternate materials and methods of construction that can be used to satisfy and comply with the provisions of the code. Our experience with the use of alternate materials, alternate design and methods of construction enhances our ability to solve specific issues that arise in design and construction and we request design construction addendums from architects or engineers as applicable.

Understanding that municipal services are not delivered in a vacuum, we appreciate the importance in coordinating with other internal and external agencies when necessary. Efficient communication is one of the most important elements for inspection and code compliance. The speed with which we process communications can aid or restrict the progress of construction and code compliance. Effective communication is far more than simply submitting progress reports on time. Communicating is about knowing what level of detail to provide, the urgency that each item should receive and choosing the right method to distribute the message. We will provide clear and concise summaries for management review and easy to understand executive summaries will accompany technical reports.

Building Inspection Activities

- ✓ Review of contract documents
- ✓ Relate and coordinate requirements to site conditions
- ✓ On-site consultation project reviews
- ✓ Review PUD's, Special Use, and Variances
- ✓ Maintain accurate and complete records and reports

Plan Reviews

HR Green will work and coordinate plan reviews with the Village's Bluebeam software system. HR Green will leverage its multi-faceted staff (**ALL IN-HOUSE**) to perform technical building plan reviews on commercial and residential projects in electronic format or traditional paper format to include:

- Building / Architectural
- Mechanical
- Electrical
- Plumbing
- Energy
- Accessibility
- Engineering Review
- Means of Egress
- Use and Occupancy
- Building Height and Areas
- Construction Type, etc.
- Fire Sprinkler
- Fire Alarm
- Fire / Life Safety

Electronic Plan Review is the answer to reducing review time, managing workflow and making sure more gets done with fewer resources. It is designed to help streamline the process and increase efficiency, as well as help the environment by reducing your carbon footprint.

HR Green's Permit Coordinator / Administrative Staff has and will assist applicants and the Village with plan review submittal requirements to establish a cohesive workflow process to minimize delays. We will verify that the drawings and specifications comply with adopted building codes, local municipal codes and ordinances and all third party reports, such as Soils and Geological Reports, Civil Engineering/Grading Drawings and Surveys, Roof & Floor Engineered Truss Design Plans and Calculations and Structural Design Plans and Calculations.

HR Green will complete standard and expedited plan review turn-around times efficiently as outlined in our plan review standard schedule according to the type of project (as noted on the following page titled Typical Plan Review Lead Times). HR Green will return a complete set of plans and documentation for record and archival storage and additional copies as requested by the Village.

Our plan tracking procedures are computerized to track each submittal through the review process and maintain accurate and comprehensive records for each submittal. Our plan review staff has a variety of correction lists, supplemental lists and guidelines for use as deemed appropriate on each individual project. Any changes made will be incorporated and redistributed to all staff with the updated amendments. Upon completion of the plan review, we will forward a copy of the transmittal and correction lists to the Village.

We will track review comments to verify that the design team has addressed each comment. This is critical on larger, multi-disciplined projects where there may be overlap between disciplines. Comments from each review cycle are summarized electronically by our staff. Design responses are added and included with the next submittal to verify that all comments have been addressed. This approach has been effective in resolving comments at early stages, avoiding repeat comments by reviewers, and coordinating responses among disciplines.

When plan reviews are completed, HR Green staff will continue to stamp for approval within the Bluebeam software. This procedure used by our firm minimizes the possibility of the plans being tampered with when being forwarded for permit issuance.

TYPICAL PLAN REVIEW LEAD TIMES

Providing building plan reviews, inspections and enforcing code requirements are essential for life safety and welfare of the public. Structural plan reviews and calculation reviews confirm the structural code safety compliance. Site plan reviews encompass storm water regulations and compliance with local ordinances.

Type of Building	First Plan Review	Second Plan Review
Single Family Residential		
▪ New Construction	5 Business days or less	3 Business days or less
▪ Addition	4 Business days or less	2 Business days or less
▪ Remodel	4 Business days or less	2 Business days or less
▪ Expedited Review	3 Business days or less	2 Business days or less
Multi-Family Residential (Less than 4 stories)		
▪ New Construction	5 Business days or less	3 Business days or less
▪ Addition	4 Business days or less	2 Business days or less
▪ Remodel	4 Business days or less	2 Business days or less
▪ Expedited Review	3 Business days or less	2 Business days or less
Commercial Family (Less than 12 Stories)		
▪ New Construction	7 Business days or less	5 Business days or less
▪ Addition	5 Business days or less	3 Business days or less
▪ Remodel	5 Business days or less	3 Business days or less
▪ Expedited Review	3 Business days or less	2 Business days or less
Retail / Restaurants / Hospitality		
▪ New Construction	5 Business days or less	3 Business days or less
▪ Addition	4 Business days or less	2 Business days or less
▪ Remodel	4 Business days or less	2 Business days or less
▪ Expedited Review	3 Business days or less	2 Business days or less
Municipal / Educational / Industrial		
▪ New Construction	7 Business days or less	5 Business days or less
▪ Addition	5 Business days or less	3 Business days or less
▪ Remodel	5 Business days or less	3 Business days or less
▪ Expedited Review	3 Business days or less	2 Business days or less

Expedited Reviews will be completed at our standard hourly rates **at no additional costs**.

Larger jobs shall be reviewed within a five (5) business days to ten (10) business days, while new high-rise or large structures shall take no longer than fifteen (15) business days.

Key Personnel

Frank Urbina, NCARB, AIA, Licensed Architect, CBO, Group Leader works with the HR Green Human Resource Department to select the most qualified and highly experienced professionals. We will also give the Village of Oak Park the opportunity to meet and interview our proposed assigned personnel before the official acceptance and start date.

HR Green will assign the same team of highly qualified Building and Code plan review and inspection staff, all of whom have served at Oak Park or other public agencies employees or in an on-site, extension of staff role. They will be responsive and flexible, exhibit a high level of customer service, provide timely and cost-effective service, and communicate in a detailed and transparent manner.

Within the municipal arena, particularly where there is a lean organization, there are consistent time sensitive deadlines, emergency issues requiring immediate response, diverse tasks, and potentially changing priorities. Our assigned Building and Safety staff must possess a diverse technical skillset; be nimble, quick, and flexible to embrace change; and possess the ability to effectively transition between such assorted tasks as reviewing plans and analyzing codes, and inspecting new construction or improvements. A successful element of HR Green's Alternative Service Delivery philosophy is to find multi-faceted staff that can wear many hats and easily transition between different tasks in order to:

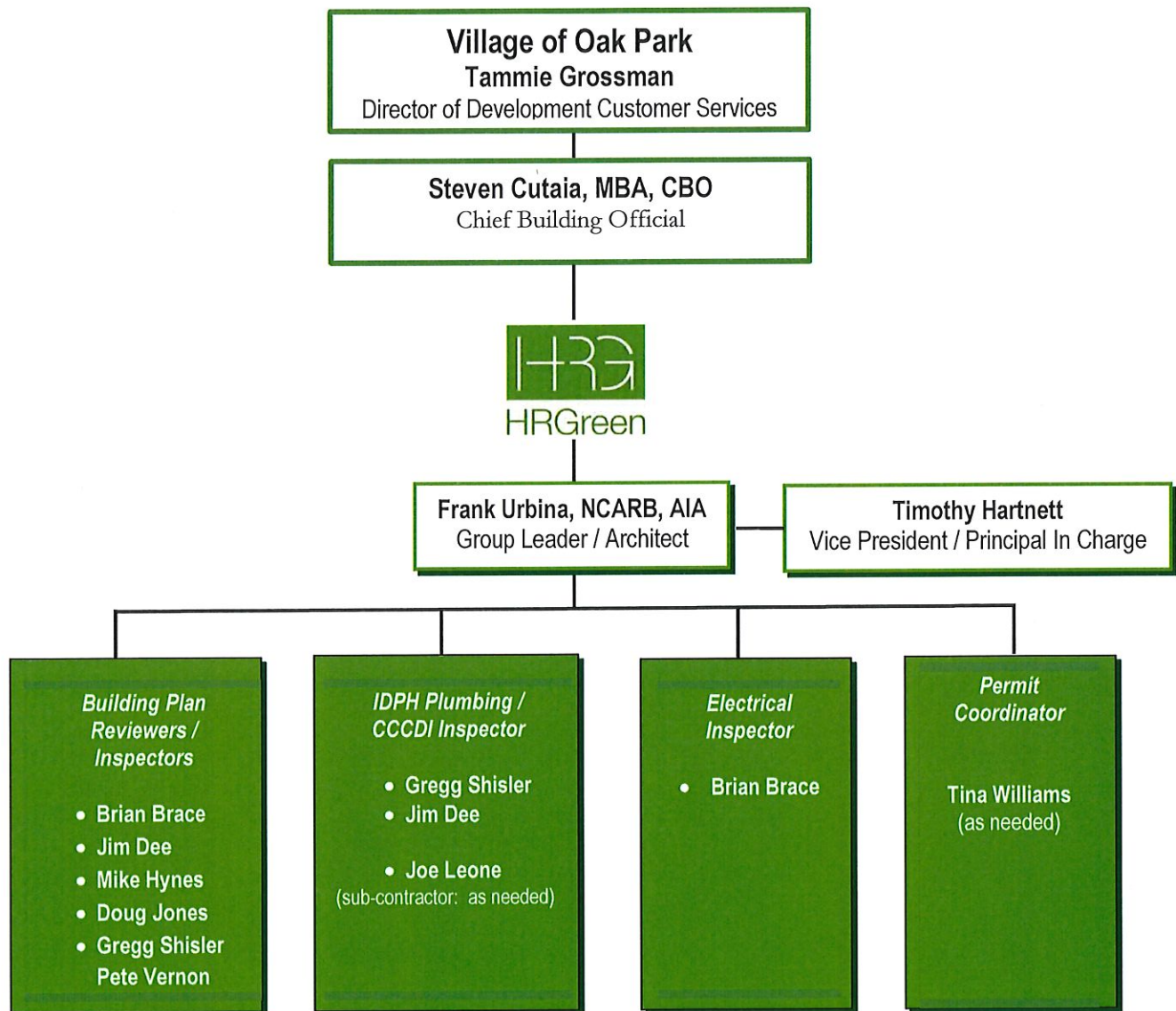
- Maximize utilization
- Minimize staff levels
- Reduce costs, paper, and storage, and move towards a paperless office environment
- Maintain consistency of service

Maintaining clear and open lines of communication among Village staff, permit applicants, developers, engineers, architects, regulatory agencies, and other stakeholders is key to successful program delivery. This includes excellent interpersonal, listening, and problem-solving skills; detailed documentation; electronic plan reviews and efficient inspection services.

Workload and Qualifications

We understand the historic workload of the Village and being a trusted partner for the last 2.5 years, we realize that these figures will help project the future workload of the Village but no way guarantee the accuracy of future workload estimates. HR Green's Inspectors are multi-disciplined. Our Master Code Professional (MCP) / Chief Building Official (CBO) and Licensed Inspectors are qualified and experienced in high-rise / large-scale projects. In addition, we have Licensed Design Professionals (Architects / Engineers) to provide consultation on an as needed basis. HR Green staff is experienced with the Village of Oak Park's Historical District and they will continue to be sensitive to residents and their projects in the Historic District.

Organizational Chart



- Currently report to the Village of Oak Park

Additional Staff available based on workload demand (See page 13)

In-House Expertise / Capabilities Matrix

Name	Building Administration	Building Plan Review	Building Inspection	Mechanical Plan Review	Mechanical Inspection	Electrical Plan Review	Electrical Inspection	Fire Sprinkler Plan Review	Fire Alarm Plan Review	Fire Sprinkler Inspection	Fire Alarm Inspection	Plumbing Plan Review	Plumbing Inspection	Code Enforcement	Permit Coordinator/Admin	Structural Plan Review	Structural Inspections	Civil Plan Check	Civil Inspections
Tim Hartnett, VP Gov. Svcs.	X																	X	X
Frank Urbina, NCARB, AIA	X	X	X	X	X	X	X					X		X	X	X	X		
Don Plass, CFCO, MCP, CBO, LEED AP, BPI	X	X	X	X	X	X	X	X	X	X	X	X		X	X				
Pete Vernon, MCP, CBO	X	X	X	X	X	X	X	X	X	X	X	X		X	X				
Ken Welch, MCP, CBO	X	X	X	X	X	X	X	X	X	X	X	X		X	X				
Nick Weinert, MCP, CBO	X	X	X	X	X	X	X					X		X	X				
Doug Jones, MCP, CBO	X	X	X	X	X	X	X					X		X	X				
James Dee, MCP, CBO, IDPH	X	X	X	X	X	X	X					X	X	X	X				
Mike Hynes, ICC BLDG INSP	X	X	X	X	X	X	X							X	X				
Joe Stapleton, ICC BLDG Insp	X	X	X	X	X	X	X					X		X	X				
Ray Graefen, ICC BLDG INSP		X	X	X	X	X	X					X		X	X				
Rob Wierzba, ICC BLDG INSP	X	X	X	X	X	X	X					X		X	X				
Brian Brace IL Lic. Elec.						X	X												
Tina Williams, ICC Permit Technician	X														X				
Joe Leone, IDPH												X	X						
Gregg Shisler, IDPH												X	X						
Larry March, IDPH												X	X						
Robert Davies, SE, PE																X	X		
Steve Schwarz, SE PE		X														X	X		
Jason White, SE, PE																X	X		
Chris Caldarella, PE, CFM, CPESC																		X	X
Don Allison, PE		X																X	X
Art Castro, CBO, CASp		X	X															X	
James Brogan, NCARB, CASp, CBO		X																X	
Steve Skeffington, CBO			X															X	
Keith Clarke, CBO		X	X															X	
James Brogan, NCARB, CASp, CBO		X																X	
Chuck Pederson, PE, MEP				X	X	X	X					X	X						
Tony Dormanesh, PE, CBO, CASp, QSP		X	X		X		X								X				
Reginald Meigs, CBO	X	X	X		X		X							X	X				

Frank Urbina, NCARB, AIA, Licensed Architect, Chief Building Official | Group Leader

Frank has over 30 years of experience as a Licensed Architect, Group Leader, Building Inspector and Building Commissioner in the private and public sectors of Architecture, Construction and Municipal Government. He is currently the Chief Building Official and Group Leader to HR Green's Building and Code Governmental Services Business Line – Midwest. Frank is officially certified with the ISBOE as a Plan Reviewer and Inspector, has managed a wide variety of building services and their processes including plan reviews, construction inspections and code enforcement. He has previously managed his own architecture firm including the management of multiple construction trades, simultaneously overseeing their scope of work as well as management of municipal staff servicing the public. He understands department process efficiency relationships pertaining to meeting budgets, revenues and expenses and the importance of servicing the public. Frank has also administered Village Building and Zoning and Code Enforcement Departments from permitting through issuing certificates of occupancy and code compliance. He has a proven track record of evaluating a Building Department and improving its performance processes and implementing a proactive educational approach to code enforcement.

EXPERIENCE - Urbina
30 years

EDUCATION

BFA, University of Illinois- Champaign
MA, Architecture, University of Wisconsin-
Milwaukee

PROFESSIONAL AFFILIATIONS

National Council of Architectural
Registration Boards
American Institute of Architects
Association of Licensed Architects
American Planning Association
Illinois Association of Code Enforcement
Lake County Stormwater Management
Certified Enforcement Officer
FEMA Certificate in Advanced Stormwater
Floodplain Management
NIMS National Incident Management
Certifications
ISBOE certified as a Plan Reviewer and
Inspector.

Frank's administrative management ability and construction knowledge, combined with extensive code analysis experience and his determination to solve problems, makes him an essential leader of building services at HR Green. He is able to assess plan reviews and building inspections thoroughly and quickly and understands their processes assisting both municipal staff and builders and developers alike. Frank also confidently interacts with people in a caring and problem-solving manner that allows a proactive partnership approach to code enforcement compliance. His education, experience, skills and knowledge allows Frank to successfully analyze buildings for safety, energy efficiency, accessibility and code compliance from foundation through final occupancy.

Timothy J. Hartnett | Vice President - Governmental Services | Principal in Charge

With 30 years of experience, Tim Hartnett currently serves as Vice President in the Governmental Services business unit at HR Green in the McHenry, Illinois office. He oversees the municipal group in all the Illinois offices. Tim has provided ongoing municipal engineering services to several municipalities in northern Illinois over the last 25 years. These services have involved Tim's dedication to the overall management of operations within the municipality including Subdivision and Site Improvement review and approval process from concept plan through the Final Plat in accordance with the municipality's Municipal Code, Engineering Standards, applicable development agreement and annexation agreements. Tim has experience performing other services which has included grants and funding procurement for roadway, parks and facility improvements, construction observation, meeting attendance, general engineering advisory services, water and wastewater master planning, capital infrastructure planning and implementation, MFT Road programs as well as PW staff augmentation and Engineering Department support.

EXPERIENCE – Hartnett
30 years

EDUCATION

BS, Engineering Design, Northern Illinois University

PROFESSIONAL AFFILIATIONS

Illinois Municipal League
American Council of Engineering Companies
American Public Works Association
McHenry County Council of Governments
Lake County Municipal League
McHenry County Economic Development Corporation – Transportation and Infrastructure Committee

Ken Welch | Chief Building Official, Master Code Professional

Welch has more than 30 years in the construction field as a carpenter and electrician, 20 years of experience in inspections, code enforcement, and plan review in local government, and holds 39 ICC Certifications. Ken is one of only nine Fire Code officials and one of only 51 Master Code Professionals in Illinois. He has performed inspections and code enforcement for numerous communities including Westchester, Glen Ellyn, and Lombard. He has also been members of the International Code Council, Suburban Building Officials Conference, International Association of Electrical Inspectors, the Association of Code Enforcement officials and the Illinois Council of Code Administrators.

EXPERIENCE – Welch
30 years

EDUCATION

AAS, Emergency Medical, College of DuPage- 2008

SPECIALIZED TRAINING & CERTIFICATIONS

ICC Master Code Professional
ICC Certified Chief Building Official

PROFESSIONAL AFFILIATIONS

International Code Council
Suburban Building Officials Conference
International Association of Electrical Inspectors
Association of Code Enforcement Officials
Illinois Council of Code Administrators

Doug Jones | Chief Building Official

Doug has more than 40 years' experience in residential, commercial, industrial, and high-rise construction and management. Doug began working in municipal government as an inspector and commercial plan reviewer and eventually served as Supervisor of the Building Department with direct oversight of numerous multi-million dollar projects. Doug has multiple ICC Certifications including Certified Building Official along with several certifications from FEMA regarding disaster relief. He served over five years on the Illinois State Elevator Safety Board under the direction of the State Fire Marshal.

EXPERIENCE -Jones

40 years

SPECIALIZED TRAINING & CERTIFICATIONS

ICC Certified Commercial and Residential Building Inspector

ICC Certified Chief Building Official

PROFESSIONAL AFFILIATIONS

Northwest BOCA

Brian Brace | Electrical Inspector

Brian Brace brings 18 years of inspecting experience to the HR Green Governmental Services business line as a Certified Electrical Inspector. Brace has been an electrical inspector for multiple municipalities and companies in Illinois and provides inspections at residential, commercial and industrial locations. Brian holds many certifications and licenses including State of Illinois Electrical License, ICC training, NEC, Civil Service Electrical Certification, EPA Lead Renovation, OSHA 10 and others.

EXPERIENCE- Brace

18 years

EDUCATION, Moraine Valley

Community College 1991-1994

IBEW Apprenticeship Program

SPECIALIZED TRAINING & CERTIFICATIONS

State of Illinois Electrical License # EER-16-16578

ICC Training

NEC License and Certification

Civil Service Electrical Certification

ComEd Energystar Certified

Certified in EPA Lead Renovation

Certified in Proper Methods of Fabrication, Installation and inspection of HVAC Systems- Local 265

OSHA10 Certified

Gregg Shisler | *IDPH Licensed Plumbing Inspector,
ICC Certified Residential Building Inspector*

Gregg Shisler brings 25 years of plumbing experience to the HR Green Governmental Services business line as a Certified Plumbing Inspector. An IDPH Certified Plumbing Inspector, and prior to HR Green, Shisler most recently has been conducting plumbing inspections in seven suburban Chicago communities. Previously, he owned his own plumbing company working on high-end custom homes as well as commercial and service work. In addition to his extensive experience performing sewer and water inspections, he also has experience with both P.V.C. and cast iron installation, design and installation of copper water line systems, installation of gas systems to meters, installation of new water mains to both residential and commercial applications and the installation of new sewer connections from property to Village sewer systems development.

EXPERIENCE – Shisler
25 years

**SPECIALIZED TRAINING &
CERTIFICATIONS**

IDPH Certified Plumbing Inspector
ICC Certified Residential Inspector

Peter M. Vernon | *Chief Building Official, Master Code Professional*

Peter Vernon joined HR Green as a Certified Master Code Professional and Certified Building Official, bringing more than 40 years of experience in engineering, construction, administration, and code enforcement of public and private sector construction programs including education, library, commercial, industrial, fossil fuel and nuclear power generation, and manufacturing facilities. Peter joined HR Green's McHenry office in 2015 as part of the expansion of the firm's Building Department and Code Enforcement Services to the six collar counties in northern Illinois. In addition to holding 16 ICC certifications, he is one of five individuals currently listed with Illinois State Board of Education full plan review/inspection qualification. He is also a member of the International Association of Electrical Inspectors and a certified Commercial and Residential Building Inspector.

EXPERIENCE – Vernon
41 years

PROFESSIONAL AFFILIATIONS

International Association of Electrical
Inspectors
NorthwestBOCA
ISBOE Chief Building Official

**SPECIALIZED TRAINING &
CERTIFICATIONS**

ICC Certified Residential and Commercial
Building Inspector
Chief Building Official
Master Code Professional

Mike Hynes | *ICC Certified Residential Building Inspector, ICC Certified Commercial Plan Reviewer, ICC Certified Commercial Building Inspector*

Mike brings more than 30 years' experience in residential, commercial, and high-rise construction management to the HR Green Governmental Services business line. Mike began working in county government as a Senior Building Inspector and Residential / Commercial Plan Reviewer eventually serving as an Assistant Manager of Plans

Examination. He has more than 20 years' experience reviewing the life safety packages for major high-rise hotels, casinos and commercial projects. Mike has several ICC Certifications and course knowledge that enforces his ability to conduct plan review and inspection of all trades to verify that construction complies with approved plans, specifications, and all applicable codes and ordinances.

EXPERIENCE – Hynes

30 years

SPECIALIZED TRAINING & CERTIFICATIONS

ICC Certified Residential Inspector

ICC Certified Commercial Inspector

ICC Certified Commercial Plan Reviewer

James (Jim) Dee | *IDPH Licensed Plumbing Inspector, ICC Certified Residential Building Inspector*

Jim has more than 37 years of experience including extensive residential and commercial construction management experience. In addition, he holds over 18 International Code Council (ICC) certifications in multiple disciplines achieving ICC Master Code Professional and ICC Certified Building Official Certification. James also holds a State of Illinois Plumbing License, City of Chicago Plumbing License and Illinois Department of EPA CCDI License.

EXPERIENCE – Dee

37 years

SPECIALIZED TRAINING & CERTIFICATIONS

IDPH Certified Plumbing Inspector

ICC Certified Residential Inspector

Tina Williams | *ICC Certified Permit Technician*

Tina brings over 20 years of experience in both public and private sectors of the building and safety industry including, Permit Processing, Building Inspection Tracking and Coordination, Building and Zoning Department Administration, Code Enforcement Administration, Adjudication Administration and Police and Public Safety Administration. Tina is an ICC Certified Permit Technician and has a complete understanding of municipal government operations. She has worked cooperatively with Elected Officials, Building Commissioners, Treasurers, Police Chiefs, Code Enforcement Officers, Building Inspectors, Developers, Engineers, Architects and Business Owners and Residents. Tina has also participated in Vision and Comprehensive Planning, Hosting Public Workshops and has generated educational literature for building and code enforcement proactive initiatives. Tina's professionalism, well-balanced blend of competence, experience, diligence, organizational skills and municipal knowledge allows her to proactively service the public and makes her an essential part of the HR Green Building and Code Services Team.

EXPERIENCE- Williams

20 years

SPECIALIZED TRAINING & CERTIFICATIONS

ICC Certified Permit Technician

EDUCATION AA, College of Lake County

PROFESSIONAL AFFILIATIONS

Illinois Association of Code Enforcement
Association of Building Coordinators of
Illinois

NIMS National Incident Certifications

Value Added Customer Services:

HR Green, Inc and Thompson Elevator Inspection Service, Inc. has formed a STRATEGIC ALLIANCE:

HR Green's Building Department Service group and Thompson Elevator Inspection Services, Inc. has formed a strategic alliance uniting their teams of highly qualified and certified professionals to help Chicagoland municipalities realize greater efficiencies and enhanced customer services.

This strategic alliance provides the "triangle" of complete building, fire and elevator code compliance and compliments HR Green's and Thompson Elevator Inspections Services, Inc.'s single source solution that streamlines building plan review and inspection services.

This team can quickly mobilize qualified ICC and QEI certified plan reviewers and inspectors, engineers, architects, certified building officials and accessibility specialists, and counter staff. With more than 30+ years of experience in the elevator industry, each elevator inspector is QEI Certified and State licensed providing plan reviews, routine code inspections and other code requirement assistance for projects. Building on this vast experience, our alliance team will continue to be a true partner with Chicagoland agencies to efficiently process projects.

Accomplishments / Differentiators

- ✓ **Scaleable On Demand Staffing**
- ✓ Administrative Adjudication / Court Responsibilities
- ✓ Health Reviews
- ✓ Site / Civil Reviews and Inspections
- ✓ Code Enforcement
- ✓ Tree Arborists
- ✓ Landscape Architect
- ✓ Architect
- ✓ Structural Engineer
- ✓ Professional Civil Engineer
- ✓ Wetland Specialist
- ✓ Emergency Requests

Necessary Professional

HR Green's staff possess all of the necessary federal, state, and local licenses as are required by law, and can, upon request, furnish satisfactory proof to the Village of Oak Park that the licenses are in effect during the entire period of the proposed contract for each individual assigned to work under the contract. The following document is the evidence of the required license from the State of Illinois per Section III of the RFP Submittal Requirements.



- Please Note: HR Green Inc. will provide the renewed license once received from the State of Illinois.

Detailed Cost Proposal

SECTION IV PROPOSAL FORM (Pricing)

The undersigned Service Provider agrees to all terms and conditions of the preceding Specifications in the attached Personal Services Agreement and will furnish all the insurance documents and security deposits as stipulated. Please provide unit prices listed below for 2018.

Plan Review Pricing:

In the Resource Costs table, for each Plan Review resource, please enter the resource title, name of resource, the estimated number of hours required to conduct the Plan Reviews, the resources that will be assigned and the fully-loaded hourly cost the Village will be charged for this resource.

Plan Reviews

Type	Approximate Number of Annual Plan Reviews
Small Permits	450
Commercial Permit	200
Residential Permit	850
Remodel Permit	1500

Resource Costs

Resource Title	Name of Resource	Estimated Hours	Hourly Rate ¹	Annual Cost
Master Code Professional (MCP)	Ken Welch & Pete Vernon	832	\$115.00	\$ 95,680.00
ICC Plans Examiner/Administrative	Mike Hynes	1664	\$115.00	\$ 191,360.00
Architect/Project Manager	Frank Urbina	260	\$115.00	\$ 29,900.00
Structural Engineer	Steve Schwarz	100	\$170.00	\$ 17,000.00
Permit Technician	Tina Williams	260	\$77.00	\$ 20,020.00
Resource Cost Total		3116		\$ 353,960.00
Other Cost Total				

Consulting per hour

\$ 115.00

¹ Hourly Rates should reflect fully-loaded rates.

- **No additional cost** for shipment of plans; HR Green will provide UPS/ FedEx Account

Plumbing Inspection Pricing

For each inspection resource, please enter the resource title, name of resource, the resources that will be assigned, the estimated hours required to perform inspections, and the fully-loaded hourly rate charge for this resource.

Inspections

Type	Approximate Number of Annual Inspections
Plumbing	2090

Resource Costs

Resource Title	Name of Resource	Estimated Hours	Hourly Rate ¹	Annual Cost
IDPH / CCCDI Plumbing Inspector	Gregg Shisler	1045	\$82.00	\$ 85,690.00
Resource Cost Total		1045		\$ 85,690.00

Consulting per hour

\$ 82.00

¹ Hourly Rates should reflect fully-loaded rates.

Building & Electrical Inspection Pricing

For each inspection resource, please enter the resource title, name of resource, the resources that will be assigned, the estimated hours required to perform inspections, and the fully-loaded hourly rate charge for this resource.

Inspections

Type	Approximate Number of Annual Inspections
Building & Electrical Inspections	8075

Resource Costs

Resource Title	Name of Resource	Estimated Hours	Hourly Rate ¹	Annual Cost
Master Code Professional (MCP)	Jim Dee	1664	\$115.00	\$ 191,360.00
Electrical Inspector	Brian Brace	1200	\$82.00	\$ 98,400.00
Chief Building Official (CBO)	Doug Jones	600	\$115.00	\$ 69,000.00
ICC Building Inspector	Les Goslin	600	\$82.00	\$49,200.00
Resource Cost Total		4064		\$407,960.00

Consulting per hour

(MCP or CBO) \$ 115.00
(Electrical Inspector) \$ 82.00

- HR Green Vehicle (3) @ \$600 / month each

¹ Hourly Rates should reflect fully-loaded rates.

Client References

Per the Village's RFP, on page 5, we have listed the following references from projects similar in scope within the last two (2) years.

	Name	Address	Contact Info
1.	Jo Ellen Charlton Director of Community Development City of DeKalb	200 Fourth Street DeKalb, IL. 60115	Phone: 815.748-2371 Email: joellen.charlton@cityofdekalb.com
2.	Robin Ellis Assistant Village Administrator / Community Development Director Village of New Lenox, IL	1 Veterans Parkway New Lenox, IL 60451	Phone: 815.462.6490 Email: rellis@newlenox.net
3.	Claudett Peters Village Administrator Village of Johnsburg, IL	1515 Channel Beach Avenue Johnsburg, IL 60051	Phone: 815.385.6023 Email: cpeters@johnsburg.org
4.	Walter Magdziarz Community Development Director Village of Sugar Grove	601 Heartland Drive Sugar Grove, IL 60554-9594	Phone: 630.391.7225 Email: wmagdziarz@sugargroveil.gov

State the number of years in this business 105 years.

State the number of current personnel on staff trained in the provision of inspections 30 and plan review 32.

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/05/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Holmes Murphy & Assoc - CR 201 First Street SE, Suite 700 Cedar Rapids, IA 52401	1-800-300-0325	CONTACT NAME: Michelle Gruis PHONE (A/C No Ext): 319-896-7715 FAX (A/C No): 866-231-7822 E-MAIL: mgruis@holmesmurphy.com ADDRESS: mgruis@holmesmurphy.com
INSURED ER Green Inc 6710 Harhart Lane SW Cedar Rapids, IA 52404		INSURER(S) AFFORDING COVERAGE INSURER A: Zurich American Insurance Company 16535 INSURER B: Travelers Property Casualty Company of 25674 INSURER C: XL SPECIALTY INS CO 37885 INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 48567685 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		GLO373096707	01/01/17	01/01/18	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BAP373096807	01/01/17	01/01/18	COMBINED SINGLE LIMIT (Per accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per person) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		ZUP14N8656617	01/01/17	01/01/18	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WC373096607	01/01/17	01/01/18	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability (Claims Made Coverage)		DPR9908464	01/01/17	01/01/18	Per Claim 5,000,000 Aggregate 6,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
To Whom It May Concern	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)
kbrowner
48567685

The ACORD name and logo are registered marks of ACORD

Statement of Credit/Ability to Perform Based on Financial Resources

HR Green currently has an available Line of Credit (LOC) of \$6,500,000 and had zero borrowings on this LOC at the end of fiscal year 2016. We would need no additional sources and do not anticipate that we would need to borrow from this LOC, as we can fund the startup of the services through the fees received from normal operations of the business.

HR Green, Inc. is a subsidiary of Green Company's Inc. (GCI). GCI's/HR Green's financial strength is built on a healthy mix of stable income generated from private (20%) and public sectors (80%). For over 100 years, HR Green has been providing engineering and consulting services to clients throughout the country, with offices in California, Iowa, Illinois, Minnesota, South Dakota, Missouri, and Texas.



The majority of income and client base is from satisfied repeat clients coming back to HR Green for further services. Providing high quality service and work product is the core of our philosophy. In fact, this operating philosophy is also reflected in our internal approach to ensuring that projects meet GCI/HR Green's quality assurance and control measures.

Quality Assurance/Quality Control

To provide project control, GCI/HR Green has instituted a standard project review process at key points along the progress of a project. For longer projects, automatic quarterly reviews are held. Project reviews follow a standard format regardless of the type of project or the client. The purpose of the project review is to evaluate project delivery performance. Principal leaders perform all reviews so that the reviewer has the authority to immediately correct any problems and the seniority to guide and direct project managers to better performance. This process has been especially beneficial in early detection and redirecting of projects that may have had performance difficulties or schedule delays. We also believe that having a senior manager review projects helps to improve the performance of all projects and provide mentoring opportunities to further strengthen our people.

Accounting/Workload Planning

GCI/HR Green uses Deltek Vision, a fully integrated, browser-based solution designed exclusively for professional services firms. Vision supports every phase of the project life cycle — bringing new business in the door, capturing staff time, tracking employee utilization, project scheduling, control of project finances, streamlining project management, and enhancing collaboration and knowledge sharing throughout the organization.

Financial/Accounting

Vision offers a powerful suite of integrated financial management applications, including accounts payable, accounts receivable, revenue recognition, overhead allocation, billing, payroll and financial reporting. And Vision Accounting provides a project-focused audit trail to track costs from the lead stage through project completion.

Workload Planning

Vision Resource and Project Planning automates project finances, scheduling, resource allocation, budgeting and forecasting. Its aim is to help project managers determine that proposed fees are accurate, that appropriate professional staff is available and allocated to projects effectively, and that projects come in on-time and on-budget. Timesheet entries and expense reports feed actuals back into the plan to provide managers with an accurate rolling forecast.

Strong, Healthy, and Conservative Balance Sheet

Green Companies, Inc. is a privately held company owned primarily by a select number of employees. As of FYE 2016, the Company had 1,000,000 shares with \$5 par value authorized with 301,453 issued and outstanding. The Company has an available \$6.5MM Line of Credit with Bankers Trust Company in Cedar Rapids, Iowa. Because of the Company's strong cash flow from Operations, as well as strong fiscal discipline, this available Line has been used sparingly and was zero as of the end of 2016. GCI/HR Green continues to have a strong balance sheet, is well capitalized and is very well positioned to fulfill all of its obligations. Due to our aggressive financial discipline, our balance sheet remains strong and healthy.

HR Green List of Principals

Officer Name	Description
Steven R. Heyer, PE	Board of Directors / Principal
Michelle Byardm CFO	Principal
Richard L. White, PE	Board of Directors / Principal
Timothy J. Hartnett,	Principal
Jason J. Poppen	Board of Directors / Principal
David Dougherty, PE	Board of Directors / Principal
Pat Hogan, PE	Non-Employee Director
Dawn Horner, PE	Board of Directors / Principal
Dave Moermond, PE	Board of Directors / Principal
Eliot Protsch	Non-Employee Director
Mohammad Akram Chaudhry, PE	Principal
Michael J. Halde, PE	Principal
James E. Halverson	Principal
Ajay Jain, PE	Principal
Ronald Krall, PE	Principal
Andrew E. Marsh, PE	Principal
Heath Picken, PE	Principal
James R. Rasmussen, PE	Principal
Stephen A. Sparks, PE	Principal
Doug G. Tholo, PE	Principal
George A. Wentz, PE	Principal

SIGNATURE PAGE

Proposal Signature:

State of Illinois) County of McHenry)

Timothy Hartnett
(Type Name of Individual Signing)

Timothy Hartnett being first duly sworn on oath deposes and says that the Service Provider on the above proposal is organized as indicated below and that all statements herein made on behalf of such Service Provider and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Agreement Specifications and has checked the same in detail before submitting this Proposal; that the statements contained herein are true and correct.

Signature of Service Provider authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Service Provider shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated: June / 14 / 20 17 HR Green, Inc.
Organization Name
(Seal - If Corporation)

By: Timothy J. Hartnett
Authorized Signature

420 N. Front St. McHenry, IL, 60050
Address

815.759.8328
Telephone

Subscribed and sworn to before me this 14th day of June,
2017.

Diane M Weyde In the State of Illinois My
Commission
Notary Public

Expires on 2/19/20



PROPOSAL FORM continued

Complete Applicable Paragraph Below

(a) Corporation

The Service Provider is a corporation, which operates under the legal name of HR Green, Inc. and is organized and existing under the laws of the State of Illinois. The full names of its Officers are:

President Steven R. Heyer

Secretary Richard L. White

Treasurer Michelle A. Byard

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

(b) Partnership

Names, Signatures, and Addresses of all Partners

N/A

The partnership does business under the legal name of _____, which name is

is registered with the office of _____ in the county of

(c) Sole Proprietor

The Service Provider is a Sole Proprietor whose full name is

N/A. If the Service Provider is operating under

a trade name, said trade name is _____

which name is registered with the office of _____

in the county of _____

Signed: N/A
Sole Proprietor

In compliance with the above, the undersigned offers and agrees, if his/her proposal is accepted within ninety (90) calendar days from date of opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

SECTION V
SERVICE PROVIDER CERTIFICATION

HR Green, Inc., as part of its proposal on agreement for 2018 Plan Review and Inspections for the Village of Oak Park Village Hall, hereby certifies that said Service Provider selected is not barred from proposing on the aforementioned agreement as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code.

Timothy Hartnett
(Authorized Agent of Service Provider selected)

Subscribed and sworn to before me this 14th day of June, 2017.

Diane M Weyde
Notary Public's Signature

- Notary Public Seal -



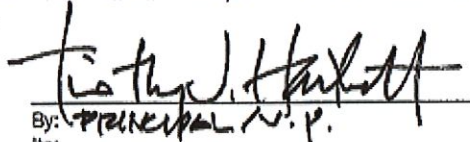
SECTION VI
TAX COMPLIANCE AFFIDAVIT

Timothy Hartnett, being first duly sworn, deposes
and says:

that he/she is Vice President / Practice Leader of
(partner, officer, owner, etc.)

HR Green, Inc.
(Service Provider selected)


The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.


By: Principal N.P.
Its:

Timothy Hartnett, Vice President/Practice Leader
(name of Service Provider if the Service Provider is
an individual)
(name of partner if the Service Provider is a
partnership)
(name of officer if the Service Provider is a
corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this 14th day of June, 2017


Notary Public's Signature

- Notary Public Seal -



31.

Minority Business and Women Business Enterprises Requirements

The Village in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of Service Providers and subcontractors in taking affirmative action and providing Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village will result in disqualification of your proposal.

SECTION VII
ORGANIZATION OF FIRM

Please fill out the applicable section:

A. Corporation:

The Service Provider is a corporation, legally named HR Green, Inc.
and is organized and existing in good standing under the laws of the State of Iowa.
The full names of its Officers are:

President Steven R. Heyer

Secretary Richard L. White

Treasurer Michelle A. Byard

Illinois Corporation Service Company

Registered Agent Name and Address: 801 Adlai Stevenson Drive, Springfield, IL 62703

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

B. Sole Proprietor:

The Service Provider is a Sole Proprietor. If the Service Provider does business under an Assumed Name, the

Assumed Name is N/A, which is registered with the Cook County Clerk. The Service Provider is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Service Provider is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

<u>N/A</u>	_____
_____	_____
Signature	Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a
description of the affiliation: N/A

Signature of Owner

SECTION VIII
COMPLIANCE AFFIDAVIT

I, Timothy Hartnett, (Print Name) being first duly sworn on oath deposes and state:

1. I am the (title) Vice President/Practice Leader of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. I have examined and carefully prepared this Proposal based on the request and has verified the facts contained in the Proposal in detail before submitting it;
3. The Proposing Firm is organized as indicated above on the form entitled "Organization of Proposing Firm."
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to Bid rigging and Bid rotating, or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Proposing Firm nor its affiliates is barred from agreeing with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the agreement in civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. Also complete the attached EEO Report or Submit an EEO-1.
9. I certify that the Service Provider is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702

¹ Affiliates means: (i) any subsidiary or parent of the agreeing business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the agreeing business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the agreeing business entity.

Signature: *Timothy J. Hartnett v.p.*
Name and address of Business: HR Green, Inc. 420 N. Front St. Mokena IL 60050
Telephone 815.759.8328 E-Mail thartnett@hrgreen.com
Subscribed to and sworn before me this 14th day of June, 2017.

Diane M Weyde
Notary Public

- Notary Public Seal -



SECTION IX
M/W/DBE STATUS AND EEO REPORT

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal. For assistance in completing this form, contact the Department of Development Customer Services at 708-358-5420.

1. Service Provider Name: HR Green, Inc.
2. Check here if your firm is:
 - ☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
 - ☐ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
 - ☐ Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
 - ☒ None of the above

[Submit copies of any W/W/DBE certifications]
3. What is the size of the firm's current stable work force?
382 Number of full-time employees
41 Number of part-time employees
4. Similar information will be requested of all sub-Service Providers working on this agreement. Forms will be furnished to the lowest responsible Service Provider with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: Timothy J. Hankins v.p.

Date: 6/14/17