

SUBMITTED BY



HRGreen.



NOVEMBER 14, 2018

PROPOSAL FOR PLAN REVIEW AND INSPECTION SERVICES



Prepared For
THE VILLAGE OF OAK PARK

Frank Urbana, AIA, NCARB, ALA, APA

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

Direct 815.759.8389 + Fax 815.385.1781

furбина@hrgreen.com

TABLE OF CONTENTS

1	Firm Description: HR Green
3	Executive Summary
7	Inspections
9	Plan Review
14	Value Added Services
15	Team
22	2019 Bill Rates
23	References
24	Certificate of Liability Insurance

For over a century, municipal clients have partnered with HR Green for community services that connect and shape their communities.

With roots in the Midwest, we have 14 offices in eight states, employing nearly 475 personnel nationwide. We collaborate across geographies and markets to provide the engineering, technical, and management solutions that you need to achieve success.



THE VILLAGE OF OAK PARK AND HR GREEN

We realize that our responsibility is to maximize the benefits you receive for your investment. We constantly look for ways to give you more “bang for your buck”, realizing this is even more important in this time of tighter budgets and higher energy and materials costs. We do this by providing you with a highly certified team that can accomplish multiple tasks while delivering to you a higher service level.

YOUR HR GREEN CONTACT



“It is a pleasure serving the Village residents, developers and business owners on a day-to-day basis. We value our close relationship with the Village of Oak Park, and we look forward to continued growth of our partnership.”
--Frank Urbina, AIA, NCARB

Inspections

- Building
- Special inspections
- Mechanical, Electrical, Plumbing
- Energy
- ISBE School Inspections
- Commercial
- Residential/Single & Multi-Family
- Accessibility/ADA
- Means of Egress
- Fire Alarm & Sprinkler

Plan Review

- Traditional & Paperless Electronic Plan Review
- Commercial
- Heavy Industrial and Warehouse
- Government Facilities
- Residential/Single & Multi-Family
- Industrial Parks
- Subdivisions
- Campuses
- Fueling/Service Centers
- Accessibility/ADA

Keys to Success

- ICC Certified Team
- Specialized Certifications That Are Unique To the Area
- Staff Augmentation Fitted to Community Culture
- High Standards for Excellence
- On-Call Team with Emergency Capabilities
- Collaborative Approach
- Regular Communication
- Fee Transparency



HRGreen®

Experience and Qualifications

Established in 1913, HR Green, Inc. is employee owned. 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.

For more than a century, HR Green has been dedicated to providing the services that our clients need to achieve success.



14 OFFICES IN 8 STATES

HR Green offices are located throughout the United States in California, Colorado, Iowa, Illinois, Minnesota, Missouri, South Dakota, and Texas.



**OVER 475
EMPLOYEES**

**ENR
TOP500
Design Firms**

► HR Green has continued to climb the rankings on Engineering News Record's (ENR) annual lists of top design and construction firms in the nation, rising 39 spots and coming in at 202.

Comprehensive services



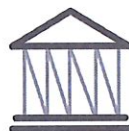
TRANSPORTATION

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



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



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 community redevelopment, environmental compliance for infrastructure and facilities, or NEPA services for transportation infrastructure, HR Green can provide environmental solutions.



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.



HRGreen®

2019 Proposal for Plan Review & Inspections

► Village of Oak Park



EXECUTIVE SUMMARY & SCOPE OF SERVICES

SUCCESS FACTORS

- Enhanced customer service
- Adherence to city protocols / processes
- Quality of deliverables within time-sensitive deadlines
- Multi-faceted staff
- Customized solutions
- State-of-the-art electronic plan review and inspection software
- Rapid response to emergency situations
- Highly technical experience
- Minimized legal counsel to enforce codes
- Collaboration and partnership with the village

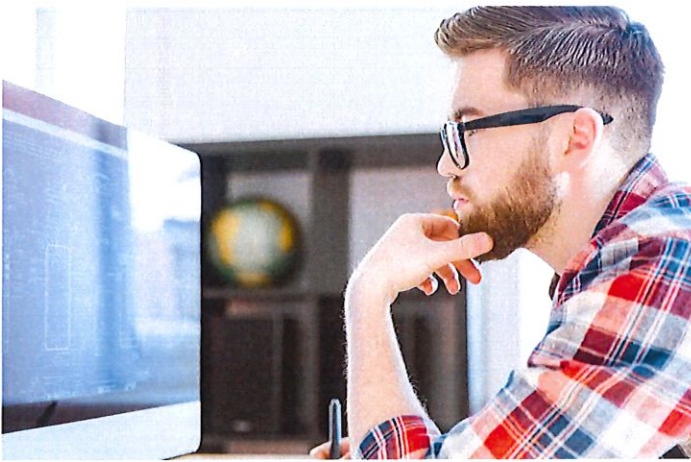
HR Green is pleased to assist the Village of Oak Park with your Plan Review and Inspection needs. At your direction, we have prepared this proposal as a general outline of the work activity anticipated to complete this assignment. We understand that the inspection services will be for the following disciplines: 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.

EFFECTIVE CUSTOMER SERVICE

We will work with the Village 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 will work with the Director of Development Customer Services and the Chief Building Official/Permits Processing Manager and will adhere to the Village's requirements for scheduling, reporting, software usage, equipment standards, personnel assignments, training, policy compliance and personnel qualifications.

RESPONSIVE ON-SITE VISITS

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 (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 within 48 hours 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.

COMPREHENSIVE AND CERTIFIED SUPPORT

Our staff 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.

Project momentum must be balanced with plans 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 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 SERVICES

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.

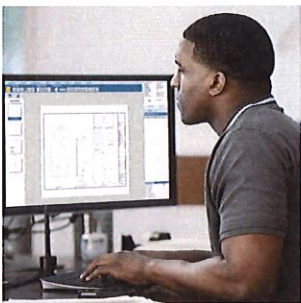


INSPECTION | 24-Hour Response



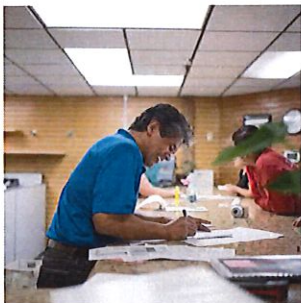
- HR Green's qualified inspectors will perform the following disciplines: Building, Mechanical, Electrical, Plumbing, Energy, and Accessibility Inspections of construction work within the Village boundaries.
- HR Green will provide appropriate personnel to perform the Inspections and Re-inspections within 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 | Competitive Turnaround



- HR Green plan reviewers 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 14 for Value Added Customer Services).
- HR Green will provide appropriate personnel to perform Standard Plan Reviews and RE-reviews. (Please refer to HR Green Typical Plan Review Lead Times on page 13).
- HR Green Expedited Plan Reviews will be completed three at no additional costs.

HOURS | Regular Office and Emergency Availability



- 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.

SCHEDULING | Inspection and Plan Review



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

ADDITIONAL SCOPE

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.
- HR Green will also provide a consistent / stable roster of inspectors.

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 of State Licensed Professionals, for phone consultation with Village Staff or constituents 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 Green 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 Green assigned personnel, will execute the Village's Guiding Principles, Policies and comply with certain Village policies regarding computer software and other user agreements.



INSPECTION

KEYS TO SUCCESS

- ▷ ICC-Certified Multi-Disciplined Team including ISBE-Certified Inspectors
- ▷ 24-hour Emergency Assistance
- ▷ Extensive Experience in Large Scale and High-Rise Projects
- ▷ Onsite Consultation Project Reviews
- ▷ Review PUDs, Special Use and Variances
- ▷ Additional In-House Review Services: Civil Engineering, Structural Calculations, Wetland Specialists, Landscape Architects

INSPECTION SCOPE

■	Building
■	Special Inspections [Documentation see 2.0(B)]
■	Mechanical
■	Electrical
■	Plumbing [Documentation performed by IDPH see 2.0 (E)]
■	Energy
■	Accessibility
■	Means of Egress
■	Fire Alarm
■	Fire Sprinkler
■	Occupancy

HR Green will provide a consistent roster of International Code Council (ICC) Certified Inspectors to perform building inspections or the municipality and your applicants.

Onsite Consultations. Our Inspectors will conduct inspections of all trades to verify that the project complies with approved plans, specifications and all applicable codes and ordinances. Inspectors and staff will provide onsite consultations to residents and contractors to determine areas of non-compliance. Our inspectors will work to educate and inform residents and contractors to gain compliance and keep projects on track.

Electronic Documentation. At the municipality's request, we will also provide electronic documentation, record all inspections, including their results and track their status for compliance. If requested, an HR Green Permit Coordinator can assist the municipality with scheduling as needed.

24-Hour Emergency Response. In addition to meeting scheduling requirements set forth by the municipality, our inspectors will provide 24-hour Emergency or After-Hour assistance as requested by emergency or municipal personnel. We can provide the necessary contact information to be added to the Emergency Call Chain List.

SCOPE OF SERVICES

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

■	Read and study project plans and specifications to verify that work is being performed according to approved plans and codes
■	Perform and document inspections on construction projects to determine that all aspects of the project
■	Inspections can be performed on foundations, building, electrical, plumbing and mechanical systems conform to the applicable building codes, zoning ordinances, energy conservation, green building and disabled access requirements (including applicable local, county, state and federal requirements)
■	Provide excellent customer service to the public as an extension of the municipality staff, through knowledgeable and responsive problem-solving to achieve code compliance
■	Work closely with property owners through completion of the inspection and occupancy
■	Identify and document deviations between approved plans and actual field installations
■	Write and document deviations between approved plans and actual field installations
■	Proficiently communicate with contractors, architects, engineers and building owners to provide clear and concise direction
■	Participate in reviews with fire, health and other government agency inspectors as well as property owners, developers and contractors
■	Maintain permit tracking record of non-complying items and follow up to resolution
■	Incorporate and update inspection reports daily for multiple staff access

WE FAST-TRACK PROJECTS

Our 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 municipality. 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 construction addenda from architects or engineers as applicable.

THE IMPORTANCE OF COMMUNICATION

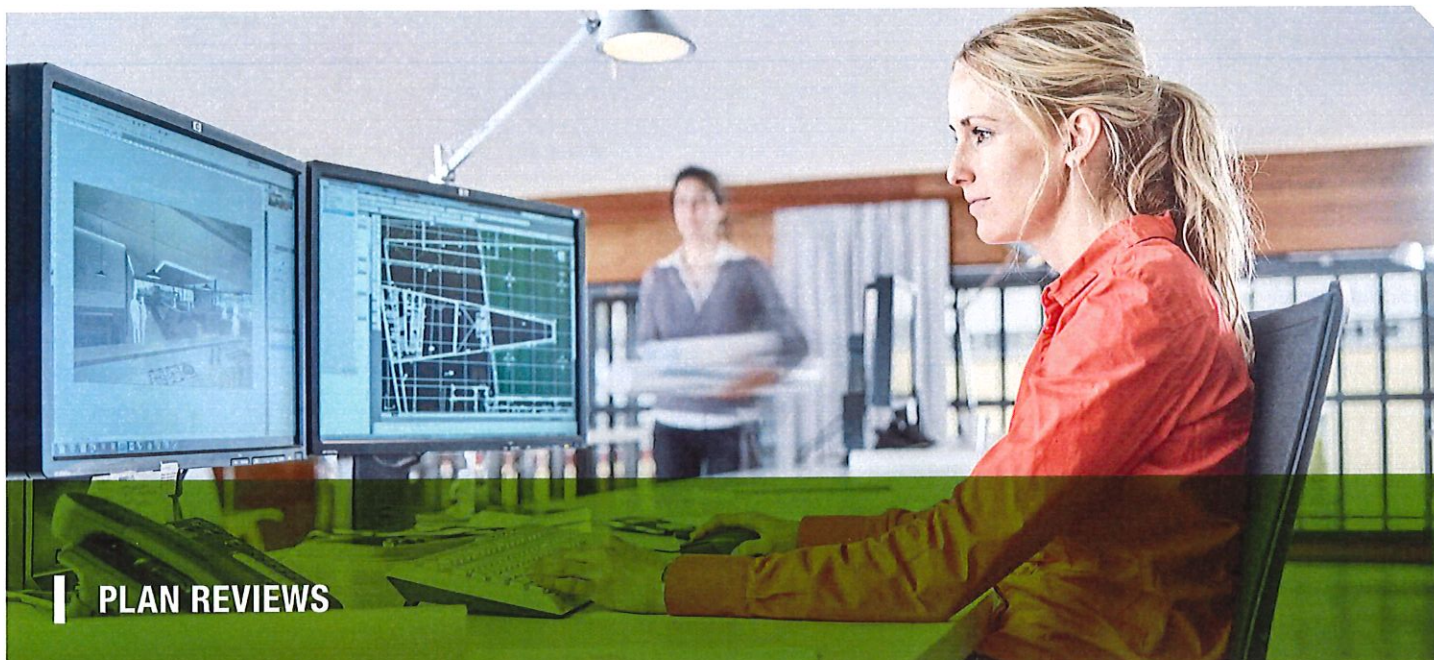
Understanding that municipal services are not delivered in a vacuum, we appreciate the importance in coordinating with other internal and external agencies when necessary. Efficient communication is one of the most important elements for inspection and code compliance. The speed with which we process 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.

FINAL APPROVAL / CERTIFICATE OF OCCUPANCY

Upon satisfactory completion and code compliance of all required inspections, receipt of approval from all required third parties and payment of all required fees, HR Green shall make a recommendation to the municipality to provide final approval, permit closeout and/or issuance of a temporary or permanent certificate of occupancy.

- HR Green will provide the municipality with a recommendation for a temporary certificate of occupancy with conditions to be satisfied prior to issuance of a final certificate.
- HR Green understands the decision to issue or not issue a final closeout/certificate shall be the municipality's discretion. Any later required bond refund or similar matters will be handled by the municipality.
- HR Green will work efficiently and effectively with the Village to provide a cohesive workflow from permitting through issuing certificates of occupancy and code compliance.



PLAN REVIEWS

KEYS TO SUCCESS

- ▷ One electronic copy posted to the dashboard
- ▷ Plans routed to an available HR Green reviewer
- ▷ Comments are embedded on the drawing
- ▷ Document approval done with electronic signature
- ▷ Complete "Green": No paper waste or storage needs

HR Green works with your team to manage workload demands and performance goals.

■	FLEXIBILITY - Quick adaptability to short, changing or unique schedules, work scopes and other restrictions
■	RESPONSIVENESS - Ease of access to our technically proficient consulting staff
■	PROACTIVENESS - Using experience and skills to think ahead of problems
■	INNOVATION - Delivering creative, big picture decision-making 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.

IMPLEMENTATION PLAN

Along with required technical skills and experience appropriate to your projects and schedule, your HR Green team is trained to learn your processes, work alongside your staff and become part of your culture, bringing thoughtfulness and flexibility. HR Green will facilitate a problem-solving approach when appropriate. Our knowledge and understanding of municipal services will also direct us to coordinate with internal and external agencies when necessary.

The status of any plan can be easily determined at any point in time. Moreover, 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.

From a building plan review perspective, HR Green has implemented the most appropriate proven best practice tools and technologies to reduce paper, save time and money, enhance collaboration, and streamline communication and service delivery. Our plan reviewers are already proficient using various electronic plan review systems, such as Newforma and Bluebeam Revu, and we can seamlessly integrate with your municipality's system and process. We will continue to work with you and the development community on how to best transition to a paperless or hybrid environment.

Typical Workflow Process

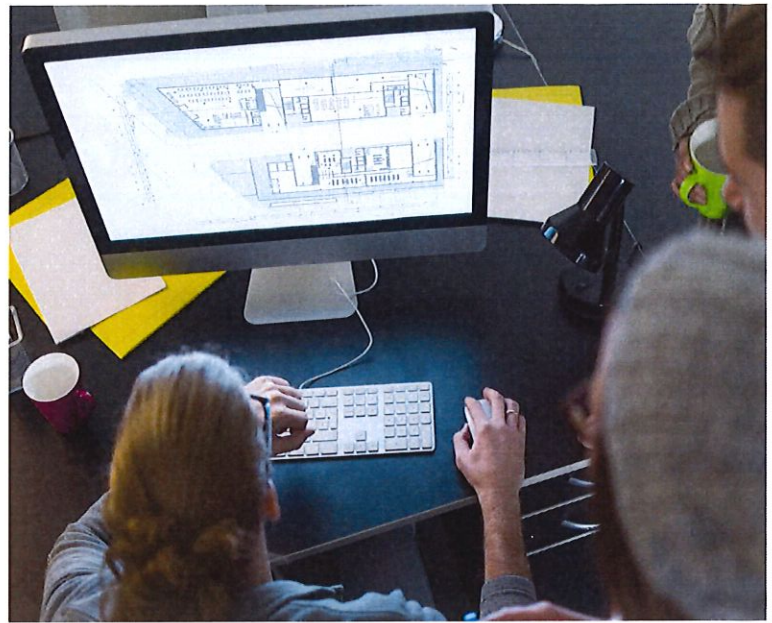
1. Upon receipt of complete project submittal and plans, we will review plans for compliance and all current applicable codes and third party reports such as Soils and Geological Reports, Civil Engineering/Grading Drawings and Surveys, Roof & Floor Engineered Truss Design Plans and Calculations, and Structural Plans and Calculations.
2. We will perform and expedite plan review turnaround times efficiently as outlined in our plan review standard schedule according to the type of project.
3. We will perform traditional preliminary plan review consultations via telephone or email.
4. The applicant and the municipality will receive an email listing all items needing clarification or revisions to achieve conformance with all applicable codes, ordinances and regulations.
5. The reviewer will conduct additional plan reviews of revisions to plans and third party reports as necessary in order for a building permit to be issued so that construction may begin.

Tracking of Review Comments

We will track review comments to verify that each comment has been addressed by the design team. This is critical on larger, multi-disciplined projects where there may be overlap between design 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.

We also update a detailed tracking log whereby the agency can identify the status of any project through the review lifecycle process in real time.



SATISFYING THE SCOPE OF WORK

Our team provides helpful code insight, responsiveness and collaboration early and often to applicants. We leverage a proven development review process and plan review tool with digital commenting that maximizes efficiencies, promotes project transparency, and saves time and money.

BUILDING PLAN REVIEW: We will provide a thorough structural, fire and life safety, and architectural review of design drawings and details for compliance with the currently adopted building codes, based on the International Building Code, and your municipality's amendments and policies. For residential structures the same complete review will be performed for compliance with the currently adopted residential codes.

MECHANICAL/ELECTRICAL/PLUMBING PLAN REVIEW: We will review for compliance with the Illinois Mechanical, Electrical Code and the Illinois Plumbing Code and any other specifically designated standards, amendments and policies adopted by the municipality.

DISABLED ACCESS COMPLIANCE PLAN REVIEW: Our staff will provide comprehensive administration of Disabled Access Regulations that local municipalities are mandated to enforce.

GREEN BUILDING PLAN REVIEW: Our ICC and LEED-certified staff will verify compliance with LEED requirements to verify green building features.

PLAN REVIEW WORKFLOW

Step One: Preliminary Discussions

- Prior to beginning our initial plan review project, we will propose a conference call with the municipality to discuss local code policies, documentation procedures, plan processing protocols, plan review checklist items and scheduling.
- Plan reviewers will be supported by HR Green's on-staff subject matter experts with expertise in building & code, structural engineering, construction, water, transportation and land development.

Step Two: Initial Review

- Once we receive a complete set of plan documents, we will perform our plan review in the agreed-upon timeframe, reviewing for compliance to all applicable code standards.
- All corrections are identified based on compliance with specified codes and regulations and worded so the designer will know what needs attention and how to respond to the issue stated.
- Corrections are identified by:
 - Notes made on plans as appropriate and authorized to assist in locating the issue on the plans
 - A correction sheet detailing what items need to be addressed before plan approval.
- The municipality will receive a copy of each correction list as well as a cover memo containing the following:
 - The date plans were reviewed by our plan review staff
 - The date the applicant/applicant's designee was notified that the plan review was completed
 - The name and phone number of the applicant or applicant's designee that was notified the plan review was complete
- Proficiently communicate with contractors, architects, engineers and building owners to provide clear and concise direction
- Participate in reviews with fire, health and other government agency inspectors as well as property owners, developers and contractors
- Maintain permit tracking record of non-complying items and follow up to resolution
- Incorporate and update inspection reports daily for multiple staff access

Step Three: Transmittal of Plans and Comment Lists for Plan Review

- At the heart of our approach is the recognition that there must be a coordinated effort to track all submittals and requests received.
- To help assure submittals are properly coordinated and tracked, our internal plan review coordination process tracks that each plan entered into the system is properly handled, processed and returned on time.
- Upon completion of the review, any comments generated are consolidated into a correction letter that is forwarded to the applicant.
- At the same time, an electronic copy is sent to the municipality for your reference.
- At your discretion, upon completion of the initial plan review, a debrief between our staff and yours can be coordinated to verify our firm is aligning with your expectations.

Step Four: Rerechecks

- Upon receipt of the submittal package from the applicant, we will notify the municipality via email that we have received it.
- Once we have verified the submittal package is complete, we perform a recheck within timeframe.
- This process is repeated until the project plan documents are ready to be recommended for approval.
- When all review comments are satisfied, we will forward two sets of all relevant correspondence bearing our company's "Approval" stamp (including plans, calculations and specifications) along with a transmittal letter indicating our recommendation for project approval, and the project file to the City for processing.
- Upon completion of a plan review, we forward a copy of the correction list to you and to any other party you designate.
- When corrected plans are resubmitted, the same procedure will be followed.

Step Five: Plan Approval

- Upon approval, our team will present to you the requested number of approved building plans, a copy of the review sheet with all completed items appropriately signed off, a letter of transmittal stating the conditions, if any, of approval (such as fees due, necessary agency approvals or minor items to be complete), and all other pertinent documents.

FILE FORMATS

Paperless Documents: Adobe® PDF submittal standard.
We like it because:

- It is an inexpensive, off-the-shelf solution.
- All PDF documents are readable with free Adobe Reader software.
- It enables "intelligent" data recordation - Optical Character Recognition (OCR).
- It is word-searchable.
- Users can compare changes between documents.
- Comments are digital and easy to read and track.
- It provides a means for secure digital signature validation and recordation.
- It provides a good "chain of custody" accountability, and all actions can be time and date stamped.

YOUR STAFF REQUIREMENTS

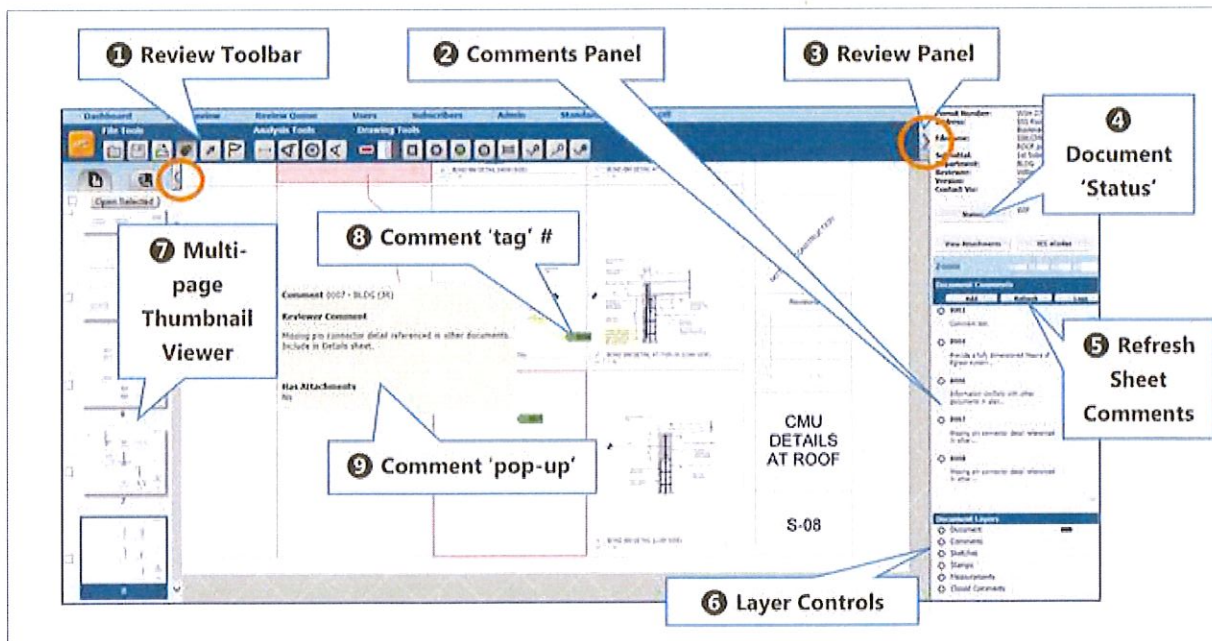
Our goal is to mitigate the impacts to your staff during the plan review process. However, we expect your staff participation in the following areas:

1. Attend pre-submittal Project Development meetings, as needed.
2. Facilitate the intake, verification of completeness, and distribution of plan transmittals to our designated recipient.
3. Input data into the automated plan review management and tracking system.

YOUR STAFF REQUIREMENTS

HR Green implements various best practices to track client satisfaction. This includes, but is not limited to, initially establishing performance expectations.

Our Project Manager and Principal-in-Charge regularly meet and interact with your staff to discuss your level of satisfaction with our performance, tracking key performance metrics and distributing client satisfaction.



An example of the permit and inspection management process when utilizing electronic plan review applications that can be used to increase efficiencies. HR Green utilizes a proven electronic plan process that saves time and costs of printing, delivering, handling and storing copies of plans for review.



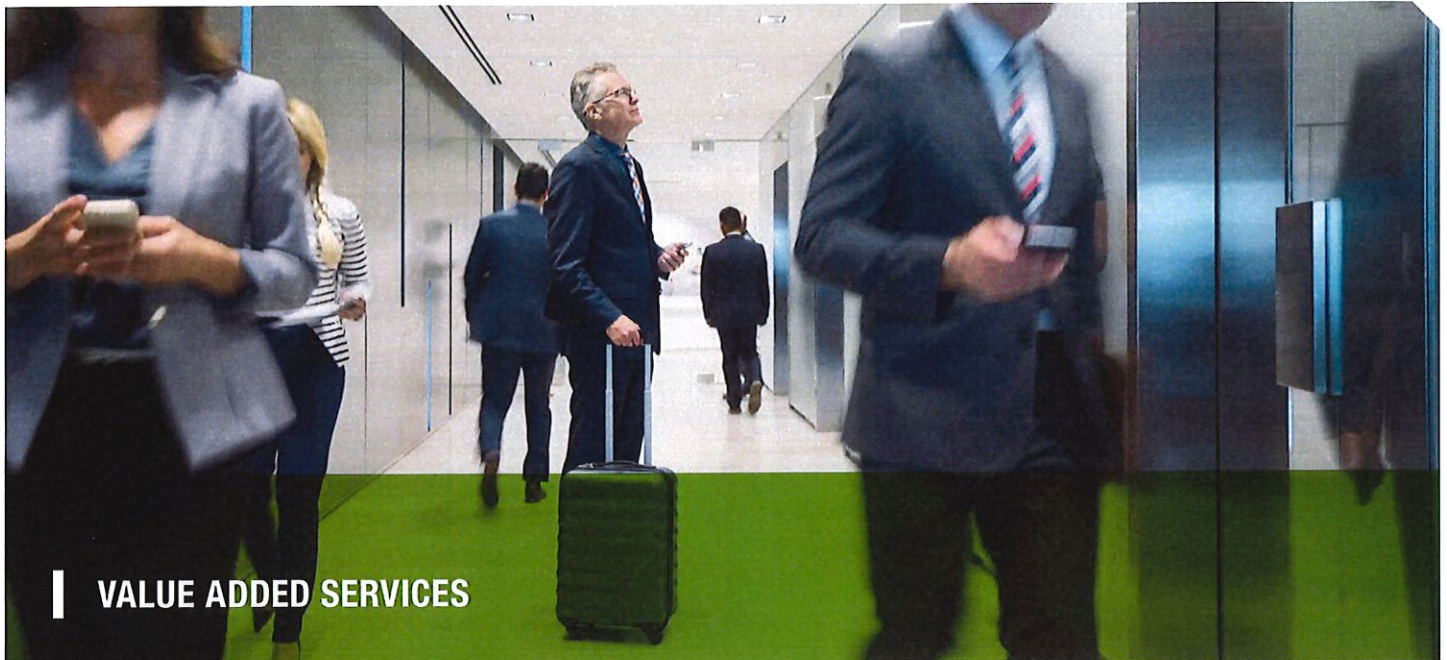
TYPICAL PLAN REVIEW LEAD TIMES

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 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.



VALUE ADDED SERVICES

ADDITIONAL CAPABILITIES

- ▷ Elevator Inspection
- ▷ Administrative/Court Responsibilities
- ▷ Health Reviews
- ▷ Fire/Sprinkler Alarm Reviews
- ▷ Adjudication
- ▷ Cite/Civil Reviews & Inspections

ELEVATOR INSPECTION

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

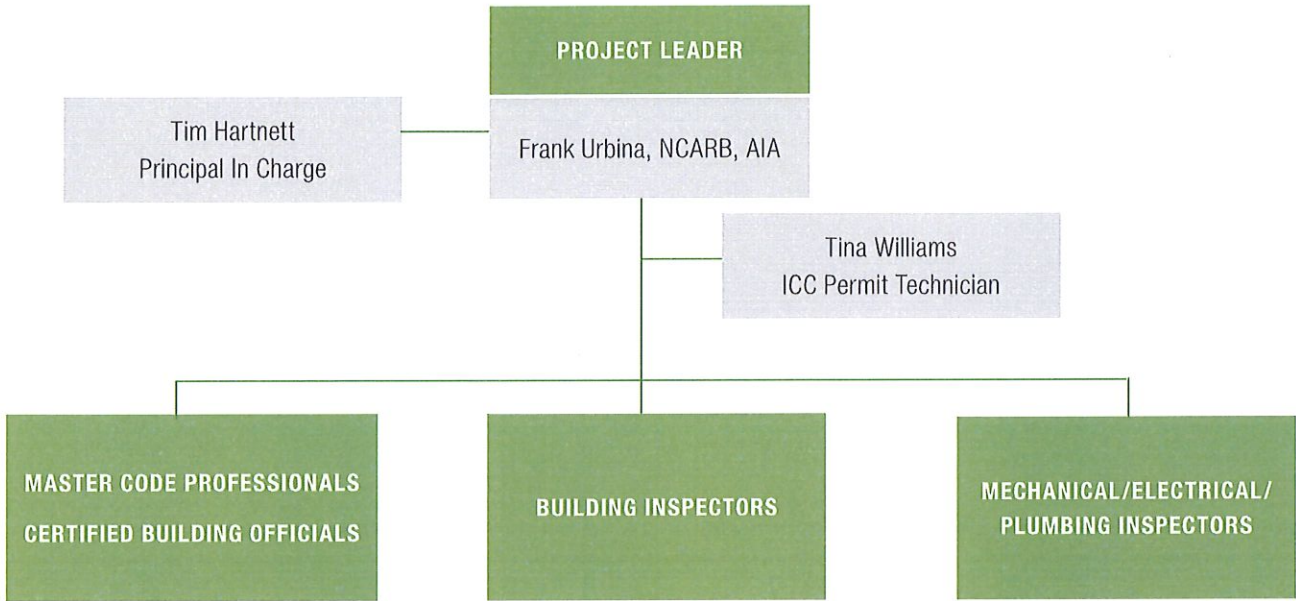
This strategic alliance provides the "triangle" of complete building, fire and elevator code compliance and compliments HR Green's and Thompson Elevator Inspections Services, Inc.'s single source solution that streamlines building plan review and inspection services. This team can quickly mobilize qualified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

ADMINISTRATIVE/COURT RESPONSIBILITIES

We understand that codes are established to protect the public health, safety, welfare and overall quality of life. HR Green will make sure that any violations are approached and managed in a proactive, courteous and responsible way. Our knowledge and understanding of municipal services will also direct us to coordinate with internal and external agencies when appropriate. When Administrative Adjudication is necessary, our inspectors will represent the Village in a professional, timely, organized and courteous manner. We are aware that the Village utilizes an in-house Administrative Adjudication process. Our proposed staff will be able to attend Administrative hearings at the Village Hall or Circuit Court should our inspectors be required to provide testimony and documentation (i.e. Inspection reports, statements, photos, or other supporting information). HR Green's technical support staff (Architects and Engineers) can also provide professional testimony upon request.

PROJECT TEAM

HR Green will bring you a committed, local team with strong technical reach across Building, Fire, Structural and Engineering disciplines. Our team will provide key leadership on this project with staff available to support this firm-wide effort.



View the Experience Matrix on the following page to see the breadth of certifications and experience of the HR Green Building & Code Team.

AFFILIATIONS - We don't just show up for the social events. HR Green takes leadership roles in industry organizations in order to generate discussions, formulate visions and effect change that will improve our client agencies.

HR GREEN PROFESSIONAL AFFILIATIONS	
American Association of Code Enforcement (AACE)	Illinois Protective Officials Conference (IPOC)
American Institute of Architects (AIA)	International Code Council (ICC)
American Planning Association (APA)	Northwest Building Officials and Code Administrators (NWBCCA)
Association of Building Coordinators of Illinois (ABCIL)	South Suburban Building Officials Association (SSBOA)
Association of Licensed Architects (ALA)	Suburban Building Officials Conference (SBOC)
Illinois Association of Code Enforcement (IACE)	National Council of Architectural Registration Board (NCARB)

Building & Code Team Experience Matrix

	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/Administrator	Structural Plan Review	Structural Inspection	Civil Plan Review	Civil Inspections	ISBE Qualified Inspections
Tim Hartnett, VP Gov Services	■																	■	■	
Frank Urbina, NCARB, AIA, ALA, APA	■	■	■	■	■	■	■					■		■	■	■	■			■
Emilio Miniscalco, Licensed Architect, CBO	■	■	■	■	■	■	■					■		■	■	■	■			
Don Plass, CFCO, MCP, CBO, LEED, AP, BPI	■	■	■	■	■	■	■	■	■	■	■	■		■	■					■
Pete Vernon, MCP, CBO	■	■	■	■	■	■	■	■	■	■	■	■		■	■					■
Ken Welch, CFM, MCP, CBO	■	■	■	■	■	■	■	■	■	■	■	■		■	■					■
Doug Jones, MCP, CBO	■	■	■	■	■	■	■					■		■	■					
Mike Linderman, IDPH												■	■							
Brian Brace, IL Licensed Electrician						■	■													
Mike Puplava, IRC, IBC, ICC Building Inspector	■	■	■	■	■	■	■					■		■	■					
Tina Williams, ICC Permit Technician	■														■					
Joe Leone, IDPH												■	■							
Greg Shisler, IDPH, IRC, IBC, ICC Building Inspector												■	■							
Mindy Prohaska, ICC Permit Technician	■														■					
Robert Davies, SE, PE																■	■			
Steve Schwarz, SE, PE		■														■	■			■
Chuck Pederson, PE, MEP				■	■	■	■					■	■							
Les Goslin, IRC, IBC, ICC Building Inspector		■	■	■	■	■	■							■	■					
Joe Griessler, IRC, ICC Building Inspector		■	■	■	■	■	■							■	■					
Jon Hall, ICC Building Inspector		■	■	■	■	■	■							■	■					
Ray Graefen, IRC, IBC, ICC Building Inspector		■	■	■	■	■	■					■		■	■					

We believe HR Green offers one of the most experienced and robust Building and Code teams in the Chicagoland area, and we will maintain the quality of our staff over the term of this contract. We have the ability to introduce backup staff for PTO coverage, if needed.



TIM HARTNETT

Vice President - Governmental Services Midwest

With over 30 years of experience, Tim currently serves as Vice President/Practice Leader – Governmental Services at HR Green, overseeing all Midwest offices. Tim has provided ongoing municipal engineering services to several municipalities in northern Illinois over the last 20 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. He has secured grants and funding procurement for roadway, parks and facility improvements, construction observation, meeting attendance, general engineering advisory services, water and wastewater master planning, capital involvement planning and implementation, MFT Road programs and staff augmentation and support.

- Years of Experience: 30+
- Education: BS, Engineering Design



FRANK URBINA, NCARB, AIA, ALA, APA

Group Leader

Frank has 30 years of experience as a Licensed Architect, Project Manager, Building Inspector and Building Commissioner in the private and public sectors of Architecture Construction and Municipal Government. He is currently the Chief Building Official to HR Green's Building and Code Governmental Services Business Line - Midwest. Frank also has administered Village Building, Zoning and Code Enforcement Departments from permitting and code compliance through issuing certificates of occupancy. He has a proven track record of evaluating a Building Department, improving its performance processes and implementing a proactive educational approach to code enforcement.

- Years of Experience: 30+
- Education: MA, Architecture
- Credentials:
Registered Architect / IL 001-017121
NIMS Certifications

Plan Review & Inspections | Various Municipalities - Frank has been the lead Project Manager for plan reviews and inspections, and has helped streamline workloads and eliminate the backlogs of projects that overwhelm staff. Frank is instrumental in including staff on decisions to make processes more efficient. His team has helped to improve relationships with constituents, developers and business owners.



STEVE SCHWARZ, PE, SE

Structural Engineer

Steve brings more than 28 years experience, including 12 years in prestressed concrete design, roadway, grading, and drainage design and construction experience to the HR Green Team. He is familiar with the design, production, and transportation of prestressed concrete bridge beams, sound walls, and precast building components. Steve's extensive background in construction, civil engineering, and structural engineering is being leveraged on transportation projects within HR Green's Structural Engineering Department.

- Years of Experience: 29
- Education: BS, Civil Engineering
- Credentials:
PE / IL 062-048842; IN 10505029; IA 21746
Structural Engineer / IL 081-006011

Plan Reviewer | Village of Oak Park - Steve reviews the structural portions of plans for the Village of Oak Park.

Bridge Inspector | City of Rockford - Steve provided day-to-day inspections for simple bridges and culverts; as part of a two-man team for typical bridges; and as part of a three-man team for fracture critical and underwater inspections.



DON PLASS, CFCO, MCP, LEED AP, BPI

Master Code Professional/Certified Building Official

Don has been an instructor of building and fire codes and has extensive residential and commercial construction management experience. In addition, he holds over 30 International Code Council (ICC) certifications in multiple disciplines such as a Master Code Professional (MCP), Certified Building Official (CBO), Certified Fire Code Official (CFCO), Plumbing Code Official (PCO), Residential Building Inspector, Commercial Building Inspector, Electrical Code Official (ECO) and many others.

Don is very involved in energy and sustainability compliance, is a certified LEED AP and Building Performance Institute (BPI) Building Energy Analyst, and has received international awards for energy and sustainability in Illinois and nationwide. He was recently appointed to the Elevator Safety Review Board.

▪ **Years of Experience:** 40+

▪ **Education:** BS, Business Administration

▪ **Certifications:**

Residential Building Inspector

Residential Combination Inspector

Commercial Building Inspector

Certified Building Official (CBO)

Building Code Official (BCO)

Certified Fire Code Official (CFCO)

Master Code Professional (MCP)

Fire Plans Examiner

Certified LEED AP & BPI Energy Analyst

ISBE Qualified Plans Inspector - Building/
Electrical/Mechanical/Energy

ISBE Qualified Plans Examiner - Building/
Electrical/Mechanical

NIMS Certifications



KEN WELCH, CFM, CBO, MCP

Master Code Professional/Certified Building Official

Ken joined HR Green in 2015 as a Building Code Enforcement Official and has more than 30 years in the construction field as a carpenter and electrician, and 20 years of experience in inspections, code enforcement and plan review in local government. He has performed inspections and code enforcement for numerous Chicago-area communities. Ken is one of only 9 Fire Code officials and one of only 51 Master Code Professionals in Illinois.

▪ **Years of Experience:** 30+

▪ **Education:** AAS, Emergency Medicine

▪ **Certifications:**

Master Code Professional

Chief Building Official

Building Code Plan Reviewer

International Residential and International
Commercial Plan Review

Energy Conservation Code Inspector

Fire Code Plan Reviewer & Inspector

ISBE Qualified Plans Inspector - Building/
Electrical/Mechanical/Energy

ISBE Qualified Plans Examiner - Building/
Electrical/Mechanical

NIMS Certifications

Inspector/Plan Reviewer | Village of Westchester - Building/Electrical/Mechanical/Property/Fire Inspector, Duties in Building Inspections; Combination Plan Reviewer, Zoning Ordinances, Property Maintenance & Code Enforcement.

Plan Reviewer/Building/Electrical/Mechanical/Fire Inspector/Master Code Consultant | Village of Glen Ellyn – Building/Electrical/Mechanical/Property/Fire Inspector-Duties in Building Inspections, Plan Review, Zoning Ordinances, Property Maintenance & Code Enforcement.



PETER VERNON

Master Code Professional/Certified Building Official

Pete brings over 30 years experience in public and private sector programs including education, library, commercial, industrial, fossil fuel and nuclear power generation, food, pharmaceutical, and heavy manufacturing projects. He has successfully managed the design and construction of multiple projects as well as bid and held responsible charge of individual projects up to \$43M. Pete works effectively with local authorities regarding site and permitting issues. He has supervised engineering design teams in construction document development. He also has been responsible for development of bid packages, including work scopes, schedules, and budgets. Pete has received training and experience in the application and enforcement of regulatory compliance (building codes, nuclear work procedures, CGMP) and has provided code opinions to design professionals developing documents for new and existing building modification programs, including construction administration services for preschools, elementary schools, middle schools, high schools and library additions and renovations.

Years of Experience: 30+

Credentials:

Certified Member, ICC
 ICC Building Code Official
 ICC Building Plans Examiner
 ICC Commercial Building Inspector
 ICC Accessibility Plans Examiner/Inspector
 ICC Commercial Mechanical Inspector
 ICC Residential Mechanical Inspector
 ICC Electrical Plans Examiner/Inspector
 ICC Residential Building Inspector
 ICC Fire Plans Examiner
 ISBE Qualified Plans Inspector - Building/
 Electrical/Mechanical/Energy



EMILIO MINISCALCO, CBO, LICENSED ARCHITECT

Licensed Architect / Certified Building Official

Emilio is a Licensed Architect and Certified Building Official with over 20 years of experience in commercial, educational, residential, retail, municipal and medical facilities projects. He is adept in establishing relationships with department personnel, building officials, clients and team partners to resolve challenges, reduce costs and improve project efficiency. His expertise includes strategic planning, architectural design, building structural systems, means & methods of construction, environmental systems design, site planning, construction administration and project management. He also as expertise in historical restoration projects. He has received an AIA Merit in Architecture Award for his work with the Fox Mill Recreational Center and an AIA Excellence in Architecture award for his work with the Four Winds Hospital.

Years of Experience: 20+

Education: BS, Architecture

Credentials:

- Licensed Architect - State of Illinois
- ICC Certified Building Official



TINA WILLIAMS

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 has a complete understanding of municipal government operations and has worked cooperatively with Elected Officials, Building Commissioners, Treasurers, Police Chiefs, Code Enforcement Officers, Building Inspectors, Developers, Engineers, Architects and Business Owners and Residents.

▪ **Years of Experience:** 20+

▪ **Education:** Associate of Arts

Credentials:

NIMS National Incident Management
 Certifications
 ICC Certified Permit Technician

BRIAN BRACE, LICENSED ELECTRICIAN

Plan Reviewer / Building Inspector I

Brian Brace brings 20 years of inspection experience to the HR Green Governmental Services business line as a Certified Electrical Inspector. Brian 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.

He has worked extensively in the Village of Oak Park as well as the Villages of Mokena and Palos Park, and the City of Des Plaines.

- **Years of Experience:** 20
- **Training:** IBEW Apprenticeship Program
- **Credentials:** 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

MIKE PUPLAVA, IRC, IBC

Plan Reviewer / Building Inspector I

Mike brings ICC certifications in Residential, Plumbing and Mechanical inspections but also unique Emergency Management training in damage assessment. He also has earned National Incident Management System certifications in Introduction to Incident Command Systems, ICS for Single Resources and Initial Action Incidents, Intermediate ICS for Expanding Incidents National Incident Management System Introduction and National Response Framework Introduction. Mike worked as a Senior Building Inspector for the Village of Barrington and as a Building Inspector for McHenry County. He is also a licensed home inspector for the State of Illinois.

- **Years of Experience:** 18
- **Credentials:**
ICC Certified Residential Inspector
ICC Certified Plumbing Inspector
ICC Certified Mechanical inspector
Certified in NIMS 100, 200, 300, 700 and 800 through the Department of Homeland Security
Trained for damage assessment through the Illinois Emergency Management Agency

RAY GRAEFEN, IRC, IBC

Plan Reviewer / Building Inspector I

Ray brings more than 20 years of experience in residential and commercial markets to HR Green's Governmental Services Business Line. Ray has extensive residential and commercial construction management experience and has Certifications from the International Code Council for Residential Building Inspector, Commercial Building Inspector and Property Maintenance and Housing Inspector.

- **Years of Experience:** 20
- **Education:** Associates Degree, Construction Management
- **Credentials:**
ICC Certified Residential Inspector
ICC Certified Commercial Inspector

JOSEPH GRIESSLER, IRC

Plan Reviewer / Building Inspector I

Joe brings more than 13 years of experience in building inspections for new residential and commercial construction, and all phases of commercial and industrial general contracting and construction. His experience includes serving as Building Code Inspector for the City of Naperville, contract Building Engineer for the City of Warrenville and Project Manager for a construction firm.

- **Years of Experience:** 13
- **Education:** BS, Construction Management
- **Credentials:**
IRC Certified

GREGG SHISLER, IDPH, IRC, IBC

Plan Reviewer / Building Inspector II

Gregg Shisler brings 25+ years of plumbing experience to the HR Green Governmental Services business line as a Certified Plumbing Inspector. Gregg has conducted plumbing inspections in seven suburban Chicago communities. 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 city sewer systems. He is an Certified Residential and Commercial Building Inspector and an IDPH Plumbing Inspector. Before joining HR Green, Gregg owned his own plumbing company working on high-end custom homes as well as commercial and service work.

▪ Years of Experience: 27

▪ Credentials:

IDPH Certified Plumbing Inspector
ICC Certified Residential Inspector
ICC Certified Commercial Inspector

JON HALL

Plan Reviewer / Building Inspector I

Jon spent nearly 20 years as a Building Inspector for the Village of Bolingbrook, where he conducted residential and commercial structural inspections. He has been an instructor in Building Code courses and helped train new inspectors and carpenters. He was a carpenter for 14 years, working on residential and commercial projects. He has completed a Carpenters Apprentice Training Program at Washburn Trade School in Chicago.

▪ Years of Experience: 40+

▪ Credentials:

ICC Certified Residential Building Inspector
ICC Certified Commercial Building Inspector
ICC Certified Building Plans Examiner
ICC Certified Residential Combination Inspector
ICC Certified Residential Mechanical Inspector
ICC Certified Residential Electrical Inspector
ICC Certified Residential Plumbing Inspector

LES GOSLIN, IRC, IBC

Plan Reviewer / Building Inspector I

Les is a well-rounded construction professional with 20 years of experience. He holds International Code Council Commercial and Residential Building Inspectors certificates. He has worked extensively on inspection projects for the City of DeKalb and the Villages of Oak Park, Shorewood and Sugar Grove.

▪ Years of Experience: 20

▪ Education: Associates Degree, Construction Management

▪ Credentials:

ICC Certified Residential Inspector
ICC Certified Commercial Inspector



2019 BILL RATE FEE SCHEDULE

Task	Personnel	Bill Rate
Building Plan Reviews Residential and Commercial	ICC Certified Chief Building Official Master Code Professional	\$115 per hour
Civil / Structural Engineering Reviews	Professional Engineer I / II	\$134 - \$170 per hour
Licensed Architect Reviews	State Licensed Architect	\$115 per hour
Building Inspections	ICC Certified Building Inspector	\$82 per hour
Mechanical Inspections	ICC Certified Mechanical Inspector	\$82 per hour
Electrical Inspections	ICC Certified Electrical Inspector	\$82 per hour
Plumbing Inspections	IDPH Licensed & Certified Plumbing Inspector	\$82 per hour
Permit / Administrative	Permit Coordinator / Administrative Assistant	\$77 per hour

NOTE: HR Green will only bill for actual time spent

REFERENCES



CITY OF DEKALB

Jo Ellen Charlton

Director of Community Development
200 Fourth Street
DeKalb, IL 60115
815.748.2371
joellen.charlton@cityofdekalb.com



VILLAGE OF JOHNSBURG

Claudett Peters

Village Administrator
1515 Channel Beach Avenue
Johnsburg, IL 60051
815.385.6023
cpeters@johnsburg.org



VILLAGE OF ELK GROVE VILLAGE

901 Wellington Avenue
Elk Grove Village, IL 60007

Matthew Roan

Deputy Village Manager
847.357.4004
mroan@elkgrove.org

Richard Mikel

Fire Chief
Elk Grove Village Fire Department
847.734.8002
rmikel@elkgrove.org



VILLAGE OF NEW LENOX

Robin Ellis

Assistant Village Administrator / Community Development Director
1 Veterans Parkway
New Lenox, IL 60451
815.462.6490



VILLAGE OF GLENCOE

675 Village Court
Glencoe, IL 60022

David Mau

Director, Department of Public Works
847.461.1116
dmau@villageofglencoe.org

Nathan Parch

Community Development Administrator
Public Works Department
847.835.4111, etc. 1118
rparch@villageofglencoe.org

Mary Kalkin

Fire Department Deputy Chief
Glencoe Department of Public Safety
847.461.1179
mkalkin@villageofglencoe.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/19/2017

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 01 First Street SE, Suite 700 Eden Rapids, IA 52401 INSURED R Green, Inc. 20 N. Front Street Suite 100 Henry, IL 60050	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 ADDRESS: mgruis@holmesmurphy.com
INSURER(S) AFFORDING COVERAGE		NAIC #
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:		

COVERAGE

CERTIFICATE NUMBER: 51578601

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.

SR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
1	<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"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			GL0373096708	01/01/18	01/01/19	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
2	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BAP373096808	01/01/18	01/01/19	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
3	<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			ZUP14N8656618	01/01/18	01/01/19	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$
4	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC373096608	01/01/18	01/01/19	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
5	Professional Liability (Claims Made Coverage)			DPR9920152	01/01/18	01/01/19	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

Village of Oak Park

23 Madison St.

Oak Park, IL 60302

USA

CANCELLATION

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

Paula A. Newman

© 1988-2014 ACORD CORPORATION. All rights reserved

ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD

Prepared by
1578601



2019 Proposal for Plan Review & Inspections

Village of Oak Park



HRGreen®

TRANSPORTATION

+

WATER

+

GOVERNMENTAL SERVICES

+

LAND DEVELOPMENT

+

ENVIRONMENTAL

+

CONSTRUCTION

▷ HRGREEN.COM