

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 4j
	Title:	Recommendation to Waive the Formal Bid Procedure and Approve a Resolution to Authorize a Professional Services Agreement with TPI Building and Code Consultants Inc. for Inspection and Plan Review Services	
	Presenter:	Russell Colby, Community Development Director	
Meeting: Planning & Development Committee		Date: June 10, 2024	
Proposed Cost: Up to \$50,000		Budgeted Amount: \$50,000 (reimbursable)	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The Building Division in Community Development utilizes outside consultants to assist with Building Permit Plan reviews and Inspections as needed.</p> <p>Plans are typically sent out for consultant review when the projects are large, unique or complex. Consultants are called upon to conduct inspections when staff inspector schedules are filled or backlogged. The City's longtime staff Building Inspector recently retired, so consultant inspection services may be required until this position is re-staffed.</p> <p>Costs for outside consultants are covered by permit applicants as a part of the building permit fees.</p> <p>TPI Building and Code Consultants has provided Plan Review and Inspection services successfully in the past. Because this is a reimbursable service intended to supplement City staff time, we are sensitive to utilizing resources that have a demonstrated track record and are reliable. TPI has met our expectations in the past.</p> <p>The City last reviewed proposals for this service in 2021. TPI has not changed their rates since this time. TPI works only for municipal clients and would not have any conflicts of interest with any developers or builders in St. Charles.</p> <p>Staff had targeted issuing a new Request for Proposals this year, but was unable to complete this prior to the start of this Fiscal Year. The intent is to proceed with obtaining new quotes from qualified service providers this summer.</p> <p>In the meantime, staff requests to proceed with TPI for services during this fiscal year, based on the attached rate schedule.</p>			
Attachments (please list): Bid Waiver, Contract			
Recommendation/Suggested Action (briefly explain): Recommendation to approve a Resolution to Waive the Formal Bid Procedure and Approve a Resolution to Authorize a Professional Services Agreement with TPI Building and Code Consultants Inc. for Inspection and Plan Review Services.			



Bid Waiver One Time Today through 4/30/2025

Description: Inspection and Plan Review Services

Requested Vendor: TPI Building Code Consultants

Requested By: Allen Fennell Date: 6/10/2024

Approval: Russell Colby
Department Head Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$50,000 (reimbursable) for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

- These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

- Other:** TPI has provided Inspection and Plan Review Services for the City in the past. The cost for these services is intended to be fully reimbursable; the City will bill the total cost into the permit fees.



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

321-325 Spruce Street
South Elgin, Illinois 60177
Phone (630) 443-1567 Fax:443-2495
Email: tpi1@tpibcc.com
Website: tpi@tpibcc.com

Full Service Code Consulting Firm

Professional Plan Review and Inspection Services
Since 1997

Mission Statement

The mission of T.P.I. Building Code Consultants, Inc. is to protect the health and safety of the public by helping to build America with code-compliant structures. We at T.P.I. blend that small firm spirit and economics with big firm savvy and skill.

Mission Statement:

The mission of T.P.I. Building Code Consultants, Inc. is to protect the health and safety of the public by helping to build America with code-compliant structures. We at T.P.I. blend that small firm spirit and economics with big firm savvy and skill.

Introduction

T.P.I. Building Code Consultants, Inc. is a full service, family owned and operated company in the Chicagoland area. Since 1997, we have provided courteous, professional and timely code consultation, inspections and plan reviews with pride and integrity. JoAnne and Steve Tisinai originally founded Temporary Plumbing Inspectors with a goal to assist departments with overwhelmed, sick or vacationing plumbing inspectors. As time passed, T.P.I.'s clients requested additional services in the fields of building, electrical, mechanical and fire. In April of 2000, T.P.I. Building Code Consultants was incorporated and is currently a full-service plan review and inspection company.

T.P.I. will work in a fair and professional manner to assure safe code compliant buildings in a fiscally responsible and efficient way. We can fulfill the needs of your department with consistent professionals who are well certified in their specific discipline with the goal of excellent customer service to project the values and standards that municipalities work long and hard to uphold. With a staff that includes **5 Master Code Professionals**, CBO's, Fire Marshal's, Illinois Certified Plumbing Inspectors, certified residential and commercial building inspectors/plan examiners. All T.P.I. building inspectors are certified to provide building, electrical, and HVAC.

Our Services

- Plan Reviews for all building, fire protection, accessibility, electrical, mechanical, plumbing systems, and sanitary
- Inspection services for all building, fire protection, accessibility, electrical, mechanical, plumbing, and health/sanitary
- Code Consultation and Updating
- Zoning compliance program and RPZ tracking
- On-call emergency inspections
- Code Enforcement
- Trained building department office coverage
- All commercial plan reviews performed by Master Code Profession

T.P.I.'s Executives

- **JoAnne Tisinai**- CEO, Owner
- **Steve J. Tisinai**- President, Owner, Certified Illinois Plumbing Inspector, Illinois Licensed Plumber, City of Chicago Licensed Plumber
- **Steve V. Tisinai**- Vice President, Mechanical Engineer, Master Code Professional, Illinois Licensed Plumber, Certified Illinois Plumbing Inspector, Certified Microsoft Systems Analyst
- **Joe Tisinai**-Vice President, Master Code Professional, Certified Illinois Plumbing Inspector, and Illinois Licensed Plumber, City of Chicago Licensed Plumber
- **Dale Engebretson** - Vice President, Master Code Professional

321-325 Spruce Street
South Elgin, Illinois 60177
Email: tpi1@tpibcc.com

Ph: (630)443-1567
Fax (630)443-2495
Website: tpibcc.com

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

Professional Residential & Commercial Plan Review and Inspection Services

T.P.I.'s Values

- **Customer Service:** Consistently striving for *total* customer satisfaction!
- **Excellence:** Superior performance and outstanding quality of services.
- **Ethical Behavior:** Maintaining honesty and fairness in all that we do.
- **Economic Reasonableness:** Provide services in an economically efficient manner.

Plan Reviews

- All plan reviews will be completed in 8-10 business days from the date it is received. Plan reviews may be expedited to 5 business days for an additional charge when available.
- When completed, plan review responses can be submitted to the village via e-mail, fax, or standard mail as the Village requires.
- All commercial reviews are **only** performed by, not supervised by, a **Master Code Professional**.
- Residential plan reviews are performed by a person with ICC certifications in that field, and in many cases, the reviews will be performed by a Master Code Professional

Inspections *(Currently offered in Illinois only)*

- T.P.I. requires that inspection requests be received in our office by 3pm the business day before the inspection request date.
- T.P.I. inspections are scheduled in either am (8:00 am to noon) or pm (noon to 4:30).
- A copy of the inspection will be left on the job site, another at the Village Hall by the end of that business day (or via email if preferred), and a third copy for T.P.I. records.
- T.P.I. inspectors are well trained and certified.
- T.P.I. plumbing inspectors are Certified Illinois Plumbing Inspectors and/or Illinois Licensed Plumbers.
- T.P.I. inspectors will inspect per the adopted codes and amendments set forth by the municipality.
- T.P.I. will provide all vehicles, vehicle maintenance, cost of gas, inspection tools and insurance.
- A phone directory of inspectors will be issued to Village for direct communication. Cell phone numbers for the inspectors are also made available to residents, contractors, business owners and architects. We encourage open communication with all of our customers and help to create a builder friendly environment.
- T.P.I. is available for emergency call out situations.

Billing Process

- T.P.I. will send monthly invoices of the services provided or will customize a plan specific to your municipality.
- Option for direct payment from contractors available. Credit Cards accepted.

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

Professional Residential & Commercial Plan Review and Inspection Services

Company Profile

Affiliations/Accreditations

SBOC Membership

ICC Membership

I.D.P.H.

PAMCANI

T.P.I. is a licensed plumbing contractor in the State of Illinois which fulfills the requirement for providing plumbing inspections as a 3rd party.

T.P.I. is a corporation in good financial and legal standing with the State of Illinois. This may be verified at the State of Illinois Website.

T.P.I. is legally able to conduct business in the State of Illinois.

T.P.I. will comply with all OSHA and other federal, state, and city safety standards.

We at T.P.I. hold our inspectors and plan examiners to the highest standards for certifications and continuing education. We provide ICC classes for all our inspectors to help maintain their certifications and remain current on code interpretation and application. T.P.I. offers these classes to current customers for their staff plan examiners and building inspectors at a discounted rate. In addition, our Master Code Professionals provide training meetings for our inspectors and plan examiners to promote continuity of services.

References

Village of Bloomingdale

Mr. Mike Gricus
201 S. Bloomingdale Rd.
Bloomingdale, IL 60108
(630) 671-5661

Village of Willowbrook

Mr. Roy Giuntoli
7760 Quincy St.
Willowbrook, IL 60527
(630) 920-2262

Village of South Elgin

Mr. Steve Super
74 W. Middle St.
South Elgin, IL 60177
(847) 741-3894

Village of Hinsdale

Mr. Rob McGinnis
19 E. Chicago Ave.
Hinsdale, IL 60521
(630) 789-7037

Village of Schaumburg

Mr. Scott Flanagan
101 Schaumburg Ct.
Schaumburg, IL 60193
(847) 923-3700

City of Countryside

Ms. Sharon Peterson
5550 East Ave.
Countryside, IL 60525
(708) 354-7270

Village of Schaumburg

Ms. Julie Fitzgerald
101 Schaumburg Ct.
Schaumburg, IL 60193
(847) 923-3700 ext. 3867

Village of Bellwood

Mr. Peter Tsiolis
3200 Washington Blvd.
Bellwood, IL 60104
(708) 547-3500

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

Professional Residential & Commercial Plan Review and Inspection Services

Examples of Current/Recent Experience (not limited to)

- Village of Bellwood: In-house building commissioner duties, small permit plan reviews, residential/commercial plan reviews, building and plumbing inspections, and pre-sale and rental inspections.
- Village of Bloomingdale: Commercial/residential plumbing plan reviews, all plumbing inspections, coverage for building inspections, and full commercial plan reviews as needed.
- City of Countryside: Currently provide plumbing inspections, Recently completed multi-year contract providing all building department needs including, but not limited to Building Commissioner, property maintenance/code enforcement, court adjudication and real estate transaction program.
- County of DuPage: Commercial plan reviews, as needed residential plan reviews and plumbing inspections.
- County of Kane: Code Enforcement/Building Inspection special project and adjudication process assistance.
- County of McHenry: Expedited Commercial plan review services.
- County of Will: Provide plan review services as needed.
- Village of Downers Grove: Provide residential and small permit plan reviews.
- Village of Elburn: Commercial plan reviews as needed.
- Village of Elmhurst: Plan review services.
- Village of Glen Ellyn: Provides all plumbing inspections, plumbing plan reviews, building inspections and plan reviews as needed.
- Village of Highland Park: Provide residential plan reviews as needed.
- Village of Hinsdale: Provide all plumbing inspections, commercial/residential plan reviews, building inspections as needed, in-house plan examiner as needed.
- Village of Lemont: Provide commercial, multi-family and attached single family plan reviews and inspections.
- Village of Mundelein/Hawthorne Woods: Finalized 750 home project including entering inspection results into city computer; Currently providing coverage for plumbing inspector as needed for Mundelein and Hawthorne Woods.
- Village of River Grove: Large project plan reviews as needed.
- Village of Schaumburg: Commercial/Residential plan reviews as needed, building inspections, electrical inspections, and plumbing inspections.
- Village of Schiller Park: Commercial building and fire plan reviews as needed.
- Village of South Elgin: Provide commercial plan reviews, all plumbing plan reviews and inspections, in the past we have performed RPZ tracking, and upcoming will perform commercial building inspections.
- Village of Thornton: Commercial plan reviews as needed.
- Village of Willowbrook: Provide commercial/residential plan reviews and inspections, in-house small permit plan reviews, and as needed including permit clerk/tech.
- Village of Woodridge: Provide all plumbing inspections and plan reviews/building inspections.

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

Professional Residential & Commercial Plan Review and Inspection Services

Steve V. Tisinai, Master Code Professional, Certified Illinois Plumbing Inspector

Education:

1992-1996 University of Illinois – Urbana / Champaign
Bachelor of Science in Mechanical Engineering
Microsoft Certified Systems Engineer

Steve began his career working as a laborer in his teenage years and through college. After graduation, he worked as a Mechanical Engineer for a large local business. He completed his plumbing apprenticeship and earned his MCP certification to join T.P.I. in 2005. Steve now uses his skills to perform Building Commissioner duties, plan reviews and inspections for various customers. He has excellent customer service and problem-solving skills. Steve provides education and training to T.P.I. inspectors. In addition, he is a Master Diver and Scuba Diving Instructor where he provides education and utilizes his leadership skills in another capacity.

ICC Certifications

- Illinois Licensed Plumber
- Certified Illinois Plumbing Inspector
- ICC Master Code Professional
- ICC Certified Building Official
- ICC Residential Building Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Electrical Inspector
- ICC Residential Plumbing Inspector
- ICC Commercial Building Inspector
- ICC Commercial Mechanical Inspector
- ICC Commercial Electrical Inspector
- ICC Commercial Plumbing Inspector
- ICC Building Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Electrical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Accessibility Inspector / Plans Examiner
- ICC Residential Energy Inspector / Plans Examiner

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

Professional Residential & Commercial Plan Review and Inspection Services

Joseph J. Tisinai, Master Code Professional, Certified Illinois Plumbing Inspector

Joe began working in the construction industry as a laborer in his teenage years. He then completed his plumbing apprenticeship through local 130, a City of Chicago Plumbing License and an Illinois Plumber's License and worked as a foreman for large commercial projects. Joe joined T.P.I. in 2000 and earned his MCP certification. Joe is now the account manager for a large municipality, performs large commercial and residential plan reviews for plumbing, as well as residential plan reviews for all disciplines. In addition, Joe provides education and training for T.P.I. inspectors.

Plumbing Inspector/Plans Examiner since 2000

Hanover Park Fire Protection District as a firefighter 1993 to 1999
Licensed Emergency Medical Technician 1996

ICC Certifications

- ICC Master Code Professional
- State of Illinois Plumbing License
- City of Chicago Plumbing License
- Certified Illinois Plumbing Inspector
- ICC Residential Plumbing Inspector
- ICC Residential Building Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Electrical Inspector
- ICC Commercial Building Inspector
- ICC Commercial Mechanical Inspector
- ICC Commercial Plumbing Inspector
- ICC Commercial Electrical Inspector
- ICC Building Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Electrical Plans Examiner
- ICC Accessibility Inspector / Plans Examiner
- ICC Residential Energy Inspector / Plans Examiner
- Fire Fighter II
- Hazardous Material Awareness

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

Professional Residential & Commercial Plan Review and Inspection Services

Dale Engebretson, Master Code Professional

T.P.I. Experience: February 2021 – Present

Experience: Includes Municipality and 3rd Party Services from 2000- Present:

Building Commissioner – Village of Round Lake

Chief Code Official – City of Warrenville

Building Code Administrator – City of Park Ridge

Code Enforcement Official – Village of Glendale Heights

ICC Certifications

- ICC Master Code Professional
- ICC Certified Building Official
- ICC Housing Code Official
- ICC Commercial Electrical Inspector
- ICC Residential Plumbing Inspector
- ICC Residential Building Inspector
- ICC Residential Mechanical Inspector
- ICC Residential Electrical Inspector
- ICC/AACE Property Maintenance & Housing Inspector
- ICC Building Plans Examiner
- ICC Commercial Energy Plans Examiner
- ICC Plumbing Code Official
- ICC Residential Energy Inspector/ Plans Examiner
- ICC Residential Electrical Inspector
- ICC Building Inspector
- ICC Commercial Plumbing Inspector
- ICC Building Inspector
- ICC Commercial Plumbing Inspector
- ICC Commercial Mechanical Inspector
- ICC Commercial Building Inspector
- ICC Commercial Energy Inspector
- ICC Residential Combination Inspector
- ICC Building Code Official
- ICC Mechanical Inspector
- ICC Residential Mechanical Inspector
- ICC Electrical Inspector
- ICC Plumbing Inspector
- ICC Building Code Specialist
- ICC Plumbing Code Specialist
- ICC Plumbing Plans Examiner
- ICC Accessibility Inspector / Plans Examiner

St. Charles Agreement for Professional Services

Inspection and Plan Review Services

This agreement for professional services ("Agreement") has been awarded on _____, 2024 by City Council and is between the City of St. Charles, an Illinois home rule municipal corporation ("City"), located at 2 East Main Street; St. Charles, Illinois 60174 and TPI Building Code Consultants Inc ("Professional Service Provider"), located at 321 Spruce Street, South Elgin, IL 60177. City and Professional Service Provider are at times collectively referred to hereinafter as the "Parties."

RECITALS

Whereas, the City issued a Request for Proposal for professional services entitled **Inspection and Plan Review Services ("Project")**;

Whereas, the Professional Service Provider submitted an offer (**Offer**) and the Professional Service Provider represents that it is ready, willing and able to perform the services specified in the project;

Whereas, the Offer was found to meet the City's requirements as specified in the solicitation;

Whereas, the City awarded the Professional Service Provider the **Inspection and Plan Review Services Project not to exceed the hourly rates as reflective of prices stated in Exhibit B – Fee Schedule**;

Now therefore, in consideration of the foregoing and for the mutual promises hereinafter set forth and for other good and valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows to the following terms and conditions:

Article 1: Contract Documents

- A. Incorporated Documents.** The Contract documents consist of this Agreement and the following attached exhibits. These attachments along with this Agreement represent the entire integrated Contract between the parties and supersede any and all prior negotiations, representations or agreements, written or oral.
- The City's Purchase Order document, to be generated as the Work May Proceed document upon contract execution, is incorporated as the first page of this Contract and said Purchase Order Number will become the identification number for this contract and thus must be referenced on all related documents, inclusive of invoices.
 - The Professional Service Provider's offer and all related documents is attached as **Exhibit B**
 - Insurance Coverage for Professional Service Provider is attached as **Exhibit C**
 - Change Order Form, which is the sole vehicle authorized to amend contract, is attached as **Exhibit D**
- B. Controlling Document.** In the event of a conflict between this Agreement and any attachment or exhibit, the provisions of this Agreement shall control.

Article 2: Services Contracted

- A. Scope of Services.** Professional Service Provider shall provide awarded Services in accordance with the Offer submitted by the Professional Service Provider [**Exhibit B**].
- Truthful and Accurate.** Professional Service Provider represents that such material and information furnished in connection with the Solicitation and this Contract is truthful and accurate.
 - Necessary Documentation.** Professional Service Provider acknowledges that it has furnished exhibits, as listed previously, and will continue to furnish requested and necessary documentation, including but not limited to certifications, affidavits, reports and other information.
 - Ownership of Project Documents.** All drawings, specifications, reports, and any other project documents prepared by the Professional Service Provider in connection with any or all of the project services shall be delivered to the City for the expressed use of the City. The Professional Service Provider does have the right to retain original documents, but shall cause to be delivered to the City such quality or documents so as to assure total reproducibility of the documents delivered. All information, worksheets, reports, design calculations, plans, and specifications shall be the sole property of the City unless otherwise specified within this negotiated Contract. The Professional Service Provider agrees that the basic survey notes and sketches, charts, computations, and other data prepared or obtained by the Professional Service Provider pursuant to the Contract will be made available, upon request, to the City without cost and without restriction or limitations as to their use. All field notes, test records, and reports

shall be available to the City upon request.

- B. Status of Independent Professional Service Provider.** Both City and Professional Service Provider agree that Professional Service Provider will act as an Independent Professional Service Provider in the performance of the Project. Accordingly, the Independent Professional Service Provider shall be responsible for payment of all taxes including federal, state, and local taxes arising out of the Professional Service Provider's activities in accordance with this Contract, including by way of illustration but not limitation, federal and state income tax, social security tax, and any other taxes or license fees as may be required under the law. Professional Service Provider further acknowledges under the terms of this Contract, that it is not an agent, employee, or servant for the City for any purpose, and that it shall not hold itself out as an agent, employee, or servant of the City under any circumstance for any reason. Professional Service Provider is not in any way authorized to make any contract, agreement or promise on behalf of the City, or to create any implied obligation on behalf of City, and Professional Service Provider specifically agrees that it shall not do so. City shall have no obligation to provide any compensation or benefits to Professional Service Provider, except those specifically identified in this Contract. City shall not have the authority to control the method or manner by which Professional Service Provider complies with the terms of this Contract.

Article 3: Term

- A. Term.** This Contract becomes effective _____ and terminates April 30, 2025. Alteration in termination may occur prior to completion of Project in accordance with the following conditions.
- B. Termination of Contract.** The City has the right to terminate this Contract, in whole or in part at any time. Written notice of termination is to be served by the City to the Professional Service Provider's principal or Professional Service Provider's agent personally or by certified or registered mail, return receipt requested. In the event of termination, the City shall pay the Professional Service Provider for satisfactory services performed as of the effective date of termination. The effective date of termination releases the City from any obligations under this Contract. Professional Service Provider shall deliver to the City any finished and unfinished documents, drawings, studies and reports related to the Project. All such documents, studies and reports shall become the property of the City. The City may terminate this Contract, or any portion of it, as is reasonably necessary in accordance with the following conditions:
- a. **Substitution of Key Personnel.** Should any of the key personnel identified in the offer become unavailable to work on the project; and should no temporary replacement personnel be provided within 24 hours following the commencement of the subject key personnel's unavailability; and/or should no permanent substitute personnel reasonably satisfactory to the City be provided within thirty (30) days of key personnel's unavailability; the City may, at its election, declare breach of contract and terminate the contract for non-performance.
 - b. **Non-performance.** Non-adherence to the terms of this Contract and its incorporated documents on the part of the Professional Service Provider is grounds for termination of the Contract. The City will notify the Professional Service Provider in writing with a 24-hour notice specifying the effective date of termination. In the event of termination due to non-performance on the part of the Professional Service Provider, the City has the authority to contract with an alternate Professional Service Provider to complete this Contract. The Professional Service Provider shall be liable to the City for all incidental and consequential expenses incurred in procuring and securing an alternate Professional Service Provider, including any loss due to alternate Professional Service Provider compensation. The City may deduct expenses and loss, due to breach, from payment to the Professional Service Provider for services already performed. Failure to deduct expenses and losses from the City's payment to the Professional Service Provider does not relieve the Professional Service Provider from the Terms of this condition nor bar the City from seeking alternative legal remedies.
 - c. **Unappropriated Funds.** If sufficient funds have not been appropriated to cover the estimated requirement of this Contract, the City may terminate this Contract. The City may terminate for unappropriated funds by serving the Professional Service Provider with a fourteen (14) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all contractual obligations will end. If this Contract is terminated by the City for unappropriated funds after performance by the Professional Service Provider has commenced, the termination date controls the final invoice by the Professional Service Provider for previous services under this Contract. The termination date controls all payment obligations of the City to the Professional Service Provider. Payment by the City to the Professional Service Provider upon termination for unappropriated funds constitutes full satisfaction for services rendered.

- d. **Convenience.** Termination for convenience does not necessitate a reason. The city may terminate for convenience by serving the Professional Service Provider with a seven (7) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all contractual obligations will end. If this Contract is terminated by the City for convenience, the termination date controls the final invoice by the Professional Service Provider for previous services under this Contract. The termination date controls all payment obligations of the City to the Professional Service Provider. Payment by the City to the Professional Service Provider upon termination for convenience constitutes full satisfaction for services rendered.
 - e. **Force Majeure.** A party shall not be held liable for failure of or delay in performing its obligations under this Contract if failure of delay is a result of an event of outside force, including a natural disaster, “Act of God”, act of war, act of terrorism, government sanction or strike that could not be foreseen or avoided by prudence. Once performance is delayed by this event of outside force, the non-performing party must make every reasonable attempt to minimize delay. Once performance has been delayed one-hundred and twenty (120) days, performance is considered impracticable due to impossibility, and either party may terminate this Contract.
- C. **Stop Work.** The City may, at any time by written order, require the Professional Service Provider to stop all or part of the services required by this contract. Upon receipt of such an order, the Professional Service Provider shall immediately comply with its terms and take all steps to minimize the occurrence of costs allocable to the services covered by the order. The City will pay for costs associated with suspension provided they are deemed reasonable by the City.

Article 4: Compensation

- A. **Price.** The City shall pay the Professional Service Provider for Services in accordance with the amounts set forth in the Offer. [Exhibit B] The maximum price stated on page 1 of this agreement may not be increased unless the City’s Project Manager is provided with supporting documentation to warrant a change, and if upon review and acceptance, a written change order is approved. All change orders shall be by written schedule on a City Change Order form [Exhibit D], and shall be attached as an amendment to this Contract.
- B. **Invoicing.** The Professional Service Provider shall submit an itemized invoice with all supporting documentation as required by the City. Supporting documentation may include, but is not limited to: a supporting schedule of hours worked making explicit the percentage of completion of services as of the date of the invoice; receipts for travel, postage, duplication, subcontracted services; supplier’s invoices to justify material mark-up; certified payroll; waivers of lien; and supplier’s invoices to justify material mark-up.
- C. **Invoice Submittals.** All invoices must be submitted directly to AccountsPayable@stcharlesil.gov and reference Purchase Order number. Invoices submitted in any other manner will result in a delay of payment.
- D. **Payment.** The City shall make all payments in accordance with the Illinois Local Government Prompt Payment Act or Professional Service Provider’s invoice, whichever is more favorable to the City.
 - a. **Schedule of Payment.** The City shall make all payments on the basis of approved invoices and supporting documents. The City shall use its best efforts to make payments within thirty (30) days after review and approval of the invoice. Each payment requires City Council’s approval of the Expenditure Approval List which occurs at publicly scheduled meetings.
 - b. **Non-Payment.** All invoices must be submitted to the City within two (2) months of the Professional Service Provider’s final performance on this Contract. The City shall not pay any invoices submitted in excess of two (2) months from the date of last service performed per this Contract.

Article 5: Duties

- A. **Consent and Approvals.** The City and the Professional Service Provider represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Contract and its contemplated undertakings.
- B. **Insurance.** The Professional Service Provider shall, during the entire term of this Contract, maintain, at a minimum, the insurance minimums as specified in the Solicitation and under the terms stipulated In Exhibit C.
- C. **Standard of Performance.** The Professional Service Provider warrants that the service provided, under the fully incorporated Contract, by the Professional Service Provider and any and all employees, agents, Professional Service Providers, or subcontractors is performed by individuals who are authorized under all applicable licenses and certifications, and who have completed the requisite training as required by industry standards, professional standards, manufacturers' requirements, and statute. Performance by these parties shall be with the degree, skill, care and diligence customarily required of a professional performing service of comparable scope, purpose and magnitude and in conformance with the applicable industry standards. The Professional Service Provider and its

employees, agents, Professional Service Providers, or subcontractors shall perform in strict compliance with the laws and regulations of the City, State, and federal government.

- D. Best Efforts.** The Professional Service Provider shall use its best efforts to assure timely and satisfactory rendering and completion of services under this Contract. The Professional Service Provider shall remain solely responsible for the professional and technical accuracy of all services and deliverables furnished, whether such service is rendered by the Professional Service Provider or others on its behalf including, and without limitation, subcontractors, employees, agents, manufacturers, suppliers, fabricators, and consultants. The Professional Service Provider is not to be relieved from its duty to use best efforts, pursuant to the Contract, by the City's review, approval, acceptance, or payment for any of the agreed to services. Any change to the character, form quality or extent of the Project shall be in writing on a City Change Order form [**Exhibit D**], and attached as an addendum to this Contract.
- E. Non-disclosure.** The Professional Service Provider, its employees, agents, consultants, or subcontractors may have access to the City's confidential information during performance of this Contract. Confidential information includes, but is not limited to, methods, processes, formulas, compositions, systems, techniques, computer programs, databases, research projects, resident identification and contact information, financial data, and other data. The Professional Service Provider shall not directly or indirectly use, disclose or disseminate confidential information to any third party for any purpose other than a purpose explicitly allowed for in this Contract and its integrated documents.
- F. No Duty.** The Professional Service Provider shall not imply any authority to act as an agent of the City. The Professional Service Provider's duties to the City are limited by express authorization under this Contract and by statute.
- G. Hold Harmless and Indemnification.**
- a. **Patents and Copyrights.** The Professional Service Provider warrants that all products used or provided in the fulfillment of this Contract will not infringe on any United States or foreign patent. Professional Service Provider shall indemnify the City against any and all judgments, decrees, legal fees, costs and expenses resulting from such alleged infringement. Professional Service Provider will, upon request of the City and at the Professional Service Provider's own expense, defend any suit or action which may be brought against the City by reason of any alleged infringement of any patent or copyright in the sale or use of products provided to the City by the Professional Service Provider.
 - b. **Loss and Liability.** The Professional Service Provider shall hereby defend and indemnify the City, its directors, agents, officers, employees, and elected officials from and against any and all liabilities, losses, claims, demands, damages, costs, fines, penalties, expenses, judgments, and settlements, including, but not limited to, reasonable attorneys' fees and costs of litigation, and any and all causes of action of any kind or character, that may be incurred as a result of bodily injury, sickness, death, or property damage or as a result of any other claim or suit arising out of or connected with, directly or indirectly, the negligent acts, errors, omissions, or intentional acts or omissions of any agent, employee, subcontractor, Professional Service Provider, or contractor hired to provide any goods or perform any services on behalf of the Professional Service Provider.

Article 6: Policies

- A. Illinois Freedom of Information Act.** The Professional Service Provider acknowledges the requirements of the Illinois Freedom of Information Act (FOIA). Professional Service Provider agrees to comply with all requests made by the City for public records (as defined in FOIA § 2(c)) in the undersigned's possession and/or their subcontractors/suppliers' possession.
- a. **Timeliness.** The Professional Service Provider shall provide the requested public records to the City within two (2) business days of the City's request.
 - b. **Free of Charge.** The Professional Service Provider agrees not to apply any costs or charge any fees to the City for the procurement of the requested records pursuant to a FOIA request.
 - c. **Hold Harmless.** Should the Professional Service Provider deny the City's request unlawfully or request that the City utilize a lawful exemption available under FOIA, Professional Service Provider agrees to pay any and all costs connected with the defense of the Professional Service Provider's denial. All costs include reasonable attorney and witness fees, filing fees and other expenses related to the defense of a complaint. The Professional Service Provider agrees to indemnify the City against any and all claims, costs, penalties, losses and injuries arising out of or relating to its failure to provide the requested public records to the City under this Contract.

B. Discrimination Prohibited.

- a. **Equal Employment Opportunity.** The Professional Service Provider shall comply with all rules and regulations pertaining to public contracts adopted by the State and the City. The City is an equal opportunity employer.
- b. **ADA.** The Professional Service Provider shall be in compliance with current applicable regulations of the Americans with Disabilities Act.

Article 7: Changes to Contract

- A. **Changes and Alterations.** Any changes or alterations to this Project affecting, inclusive of but not limited to: scope, cost, terms, milestones, deadlines or other significant factors shall be integrated in writing on a City of St. Charles Change Order form. **[Exhibit D]**
- B. **Extension or Renewal of Contract.** The City at its option may extend this Contract for an additional to be determined term if the Professional Service Provider either reduces his price, or holds firm to the proposal prices, conditions and specifications.
- C. **Assignment.** The Professional Service Provider shall not assign, transfer, or subcontract this Contract, in whole or in part, without prior written consent of the City.
- D. **Notification.** All notification under this Contract shall be made as follows:
 - a. **If to the City**
City of St. Charles
Attn: Procurement Division
2 East Main Street
St. Charles, IL 60174
Email: Procurement@stcharlesil.gov
 - b. **With electronic copies to**
Procurement Division: Procurement@stcharlesil.gov
Project Manager: Allen Fennell: afennell@stcharlesil.gov
 - c. **If to the Professional Service Provider**
TPI Building Code Consultants Inc
Attn: _____
321 Spruce Street
South Elgin, IL 60177
Email: tpil@tpibcc.com
Phone: (630)443-1567

Article 8: Applicability

- A. **Other Entity Use.** The Professional Service Provider may, upon mutual agreement with any municipality or governmental unit, permit that unit to participate in this Contract for substantially similar consulting services under the same or more favorable price, terms and conditions.
- B. **Waiver.** Any failure of either the City or the Professional Service Provider to strictly enforce any terms, right, or condition of this Contract, whether implied or expressed, shall not be construed as a waiver of such term right or condition.
- C. **Severability.** If any provision of this Professional Service Provider is held to be illegal, invalid, or unenforceable, such provision shall be fully severable, and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision were never a part hereof; the remaining provisions hereof shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance; and in lieu of such illegal, invalid, or unenforceable provision there shall be added automatically as part of this Contract, a provision as similar in its terms to such illegal, invalid, or unenforceable provision as may be possible and legal, valid and enforceable.
- D. **Governing Jurisdiction.** The parties agree that any disputes, disagreements, or litigation arising from this Contract, between or amongst them, will be heard and resolved exclusively in the courts of the 16th Judicial Circuit, Kane County, Illinois.
- E. **Governing Law.** The parties agree that the laws of the State of Illinois govern this Contract.

In Witness Whereof, the parties have entered into this Contract upon the latter of the date accepted and signed by the City and the date accepted and signed by the Professional Service Provider.

For: City of St. Charles

By: _____
Project Manager – Allen Fennell

ATTEST _____

DATE _____

For: Professional Service Provider

If an Individual

By: _____
Signature

Title

If a Partnership

By: _____
Signature

Title

By: _____
Partner

If a Corporation

By: _____
Signature of person authorized to sign

Title

ATTEST _____

If a Joint Venture

By: _____
Signature

Title

By: _____
Signature

Title

DATE _____

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

Professional Residential & Commercial Plan Review and Inspection Services

Fee Schedule

Inspection/In-house Hourly Rates

- a. Minimum 1 Hour and 1 Hour travel time
- b. If greater than 4 hours/day, no travel time will be charged.
- c. Same inspector can perform Building, Electrical and Mechanical Inspections; when available Licensed Plumber who is also a multi-disciplined inspector may be utilized.
- d. In-house building official/plan examiner performs small permit plan reviews only. All other plan reviews to be done through T.P.I. office. See rates below.

Type	Hourly Normal Business Days	After hours M-F and Saturdays until 5pm	After 5pm Saturdays, Sundays, & Holidays
Plumbing Inspector	\$80.00 or \$50.00/Inspection minimum 2/day	\$120.00	\$160.00
Building, Electrical, Mechanical Inspector	\$84.00	\$126.00	\$168.00
Property Maintenance	\$65.00	N/A unless requested; fee to be determined	N/A
Permit Tech	\$65.00	NA	N/A
Sanitary/Health Inspections	\$90.00	N/A	N/A

Plan Review Fee Schedule- Electronic or Hard Copy

One and Two-Family Dwellings (*plumbing not included*)

- a. \$425.00 per dwelling unit
- b. Expedited plan reviews are offered as our resources permit and are performed for an additional fee of 50% of the original review.
- c. Re-reviews are 50% of original review.

Plumbing Plan Reviews

- a. All re-reviews will be charged per the fee schedule below.

Type of Building	Base Price	Each Additional Fixture or Waste Opening
Single Family	\$60.00	\$2.00
Commercial & Multi-Family	\$100.00	\$4.00

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

Professional Residential & Commercial Plan Review and Inspection Services

Small Permit Plan Review Program

- a. 4 days or less turnaround time.
- b. Electronic or hard copy accepted.

Fee	Type
\$80.00 each	Prefab fireplace, furnace/AC, residential driveway
\$100.00 each	Residential electric service upgrade, fence, masonry fireplace, patio
\$125.00 each	Pergola
\$150.00 each	Deck, shed, pool, front porch
\$200.00 each (excludes plumbing)	Bathroom finish, electric car charging station, outdoor kitchen

Industrial, Commercial, and Multi-Family Structures- Electronic or Hard Copy

- a. Specific areas of plan examination include the disciplines of building, mechanical, electrical, energy, and accessibility standards.
- b. All Re-reviews are done at 50% of original fee.
- c. 5 business day expedited plan reviews are offered as our resources permit and are performed for an additional fee of 50% of the original review.

Gross Floor Area	Base Building	Base Building and up to two other disciplines	Base Building and up to three other disciplines
UP TO 2,500 SF	\$400.00	\$483.00	\$661.50
2,501 TO 4,000 SF	\$446.25	\$603.75	\$808.50
4,001 TO 5,000 SF	\$556.50	\$724.50	\$945.00
5,001 TO 7,500 SF	\$630.00	\$882.00	\$1092.00
7,501 TO 10,000 SF	\$693.00	\$918.75	\$1234.00
OVER 10,000 SF	\$761.25+ \$14.70 PER1,000 SF OVER 10,000 SF	BLDG FEE x 1.5	BLDG FEE x 2.0

Additional Reviews	Fee
Commercial Kitchen & Food Processing areas	\$425.00 per 1000 SF of such areas
Hazardous Areas	\$425.00 per 1000 SF of such areas
Restaurant Mechanical Hood & Duct System	\$285.00 for 1 st hood, each additional hood reviewed at same time and within same building/unit, add \$115.00

Sanitary Reviews	Fee
New Facility	\$450.00
Remodel Plan Review	\$550.00

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

Professional Residential & Commercial Plan Review and Inspection Services

Fire Plan Reviews

Sprinkler Systems

- a. Re-reviews are 50% off original review fees above if initial review performed by T.P.I. for office and mall tenant areas that have had the base building typical tenant area system previously reviewed by our office.
- b. Additional fees may apply for dry-pipe and pre-actions systems.

Fee is based on the total number of sprinklers

Number of Sprinklers	Plan Review Fee NFPA 13 & 13R
1 to 20 <i>(minimum fee)</i>	\$200.00
21 to 100	\$405.00
101 to 200	\$575.00
201 to 300	\$650.00
301 to 500	\$975.00
Over 500	\$975.00 plus \$0.95 per sprinkler over 500

Number of Sprinklers	Plan Review Fee NFPA 13D
1 to 25 <i>(minimum fee)</i>	\$175.00
26 to 50	\$205.00
51-100	\$225.00
over 100	\$225.00 plus \$1.05 per sprinkler over 100

Fire Detection and Alarm Systems

- a. Basic fee for a complete system: \$0.016 per square foot of total building area.
- b. Partial systems: \$0.009 per square foot of total building area for systems that do not contain a total building area detection system.
- c. Partial System: \$0.004 per square foot of total building area for supervisory protection of the sprinkler systems and duct detection.
- d. Minimum review fee of \$155.00.

Standpipe Systems

- a. Basic Fee: \$200.00 per Standpipe.
- b. No charge for standpipes that are part of a total building sprinkler system.

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

Professional Residential & Commercial Plan Review and Inspection Services

Clean Agent Suppression Systems

- a. The fee is based on cubic feet in this instance as the number of nozzles and the size of the tank to be used are determined by cubic feet.

Cubic Footage of Protection Area	Fee
0 to 5,000	\$445.00
5,001 to 10,000	\$575.00
Over 10,000	\$575.00 plus \$.05 per cubic foot over 10,000

Restaurant Wet Chemical Systems

Number of Nozzles	Fee
1 to 15	\$275.00
16 to 30	\$375.00
31 to 50	\$485.00
over 50	\$485.00 plus \$8.00 per nozzle over 50
Each additional hood system reviewed at the same time within the same building and unit	Add \$115.00

Subdivision Design Reviews for Fire Department Access, Water Main Sizing, and Hydrant Layout

- a. Reviews are performed at an hourly rate of \$93.00 per hour.
- b. Plans requiring a second review are invoiced at 50% of the hourly rate.
- c. Minimum review fee is \$155.00.

Fire Pumps

- a. \$205.00 per system.

Life Safety Plan Reviews

- a. The fee is based on the total square footage of the building.
- b. Basic fee: \$0.005 per sq. ft. of the total building area.
- c. Minimum fee of \$170.00.
- d. For special buildings, add 50% to the base fee.
- e. No additional charge for typical floors of a building.
- f. Plans requiring a second review are invoiced at 50% of the primary review.