



RFP-24-006-BZP

Plans Examiner Services

TECHNICAL PROPOSAL - ELECTRONIC

DuPage County, IL

December 19, 2023 | 2:30pm CDT

Alan Greene

Account Manager

224.250.4010

agreene@safebuilt.com

Kati Vokovitch

Regional Operations Manager

262.955.3014

kvokovitch@safebuilt.com

SAFEbuilt Illinois, LLC

SAFEbuilt.



December 19, 2023

DuPage County
Finance – Procurement 3-400
421 N. County Farm Road
Wheaton, IL 60187-3978

RE: RFP-24-006-BZP Plans Examiner Services

Dear Esteemed Members of the Evaluation Committee:

SAFEbuilt Illinois, LLC (SAFEbuilt) is pleased to present our response to the Request for Proposal (RFP) RFP-24-006-BZP for Plans Examiner services for the County of DuPage (County). With SAFEbuilt's current work supporting the County to meet its plan review and building inspection needs, we are confident we can continue to deliver the qualified and responsive support you need and that your community has come to expect.

Since 1992, SAFEbuilt has provided building department support services to satisfied clients throughout the nation, frequently earning long-term and repeated business with municipalities large and small. Our goal is to ensure that the development of your community remains safe, healthy, and vibrant and in compliance with all applicable building codes, laws, and regulations. We first began providing services in Illinois in 2011 and for the County in 2020—that is over a decade of experience within the State and nearly four years of familiarity with the County itself.

SAFEbuilt is your local partner with the capacity to customize services to meet your needs. We ensure your service is implemented seamlessly, delivering the solutions your community can count on in a manner that elected officials, County staff, stakeholders, and citizens desire and deserve.

We recognize that different communities have different needs and objectives. Our efforts will address these specific goals and challenges to help you sustain a thriving County. Our previous work and team experience highlights our knowledge of the County and the technical expertise required to perform the needed services in a timely, well-qualified, and resourceful way.

With our qualified and experienced team of plans examiners and building inspectors, our presence in the County, and the positive reviews we are sure you will receive from our references, we are confident that SAFEbuilt is the right team to continue to support your community.

We hereby acknowledge receipt of any and all addenda.

We enthusiastically present this proposal for your review and evaluation and thank you in advance for your consideration. Mr. Alan Greene, Account Manager, will be your main point of contact for any questions or clarifications, and can be reached at 224.250.4010 or agreene@safebuilt.com. We look forward to hearing from you and further building on our partnership.

Best Regards,

Chief Executive Officer
SAFEbuilt Illinois, LLC



MAKING A DIFFERENCE WHERE YOU NEED US





CONTENTS

Tab 1 Firm Qualifications	4
Tab 2 Key Qualifications	15
Tab 3 Project Understanding	47
Tab 4 Price	59
Tab 5 Appendix	61





Tab 1

Firm Qualifications

FIRM QUALIFICATIONS

FIRM OVERVIEW

In 1992, SAFEbuilt began providing exceptional community development services to local governments. Today, we are a national leader performing value-added professional, technical, and consulting services in 37 states and the District of Columbia for the efficient delivery of third-party solutions.

While we started by simply providing construction inspections and plan reviews for several communities in Northern Colorado, our areas of service have expanded over the past 31 years to include:



Full Service and Supplemental Building Department Operations



Residential, Commercial, and Industrial Plan Review



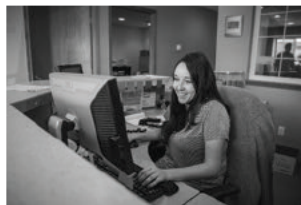
Building, Mechanical, Electrical, and Plumbing Inspection



Fire Plan and Life Safety Review and Inspection



Code Enforcement



Permit Technician



Certified Building Official



Community Development Automation Software



Expedited Plan Review, Inspections, and Engineering for Special Projects



Housing Authority Inspections



Planning and Zoning Services



Disaster Recovery

Over the decades, our capacity has grown to 1,900+ employees who provide flexibility and economy of scale to 1,600+ communities like DuPage County. SAFEbuilt Illinois has been providing services in the state since 2011, and we currently provide services to 60 municipalities in the state, and for the County itself since 2020, providing building department services. We deliver solid teams of skilled industry professionals to meet the goals and objectives of each community we serve, providing experienced staff with the necessary licenses and certifications to achieve successful outcomes. SAFEbuilt has completed thousands of community development projects, and we have the staff to accommodate all the requirements needed for your growth, delivering consistent and responsive customer service every day.



SAFEbuilt PROFILE

CORE VALUES

SERVICE

INTEGRITY

IMPROVEMENT

TEAMWORK

RESPECT

NUMBER OF EMPLOYEES

- 1,600+ across the SAFEbuilt family of companies.
- 46 working for SAFEbuilt Illinois, including over 20 Plan Reviewers and Building Inspectors

OFFICE LOCATIONS

SAFEbuilt, LLC is the parent company of SAFEbuilt Illinois, LLC and has offices across the country. Their headquarters are located at:

444 N. Cleveland Ave.
Loveland, CO 80537
P: 866.977.4111
F: 877.203.2704
www.safebuilt.com

SAFEbuilt Illinois is located at:

8775 W. Bryn Mawr Ave
Suite 1300
Chicago, IL 60031
P: 262.955.3014

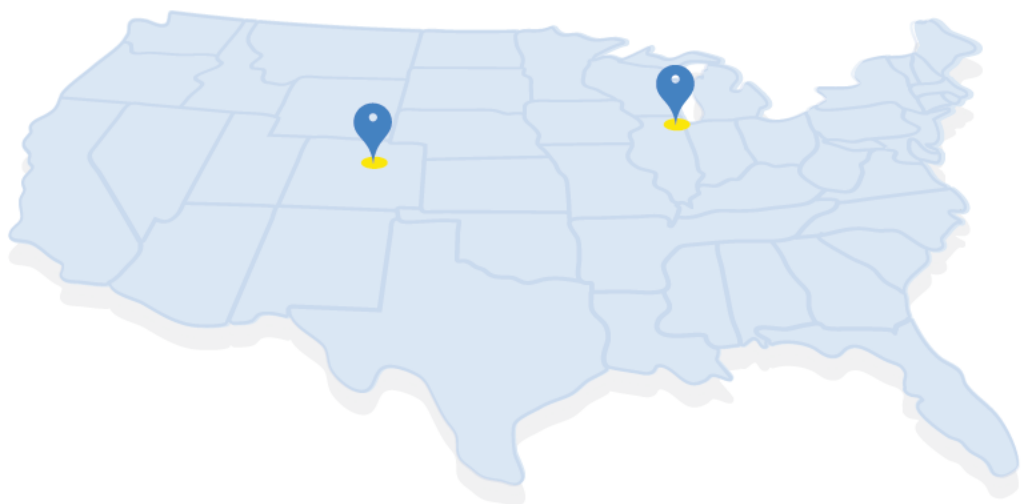
SAFEbuilt currently provides DuPage County with Plan Review services, and has done so to great customer satisfaction, on time service delivery, and seamless operational integration since 2020.

SAFEbuilt understands the County's need for a qualified partner to continue to perform plan reviews and provide building inspections to help keep the community safe, sustainable, and thriving. Today's community development and improvement environment places increased demands on important resources.

SAFEbuilt alleviates this burden while also delivering economic advantages. We understand and place a high value on budgets and schedules and compliance to local, state, and federal codes. This affords us the ability to serve our partners with clear expectations and defined goals and objectives that lead to successful project execution. Through this approach, we have earned the trust and long-term business with many communities in Illinois, and hope to continue to count DuPage County among them.

Relying on our deep experience with current practices and regulations, we are dedicated to reaching successful outcomes for our public agency clients. Our approach is to complete all work in a manner consistent with the County's adopted policies, regulations, and practices. Our proposed team that will serve the County can provide a broad range of the services requested by the County, with team members selected specifically for their strong backgrounds, extensive knowledge, and relevant experience.

The qualifications and capabilities of SAFEbuilt and the qualifications, experience, and availability of our assigned staff are presented in the pages that follow.



FIRM CAPABILITIES

The SAFEbuilt team has unparalleled knowledge of State of Illinois and local building requirements and codes. We have been in the Community Development services industry for 31 years and have the resources to provide plan review services as requested.

During our time in business, we have built and maintained a solid and reliable reputation throughout the building and safety community, giving our partners confidence in our ability to successfully deliver services. At contract start, we assign a point of contact for the duration of the contract, to ensure excellent performance and service delivery. This is currently **Gerald Keys, MCP**. He will remain in place to work with the County on any issues with service delivery or any additional services that we or our family of companies can provide—spanning everything from Planning to Roadway Engineering to Grants Management.

Local, State and Federal Codes and Regulations

SAFEbuilt has 40 Master Code Professionals (MCP)—the highest level of designation the International Code Council (ICC) offers. Only 900 individuals worldwide have earned this level designation of technical and management aspects of code enforcement. It is considered the “gold standard” for demonstrating proficiency in the building code profession.

Assigned Team Members **Gerald Keys** and **Keith Rooney** have MCP certifications from the ICC and over 85 additional ICC certifications combined. As MCPs, their understanding and knowledge of laws and codes is at the highest level, backed by a required 60 hours of continuing education every three (3) years to maintain their certifications.

SAFEbuilt is also providing six other team members that boast a number of ICC certifications, State of Illinois licenses, and over 200 years of collective experience with local, state and federal laws, codes and ordinances. The decades of experience each team member has and their ICC certifications have given them a great depth and breadth of knowledge, including:

- ✓ 2021 International Building Code
- ✓ 2021 International Residential Building Code
- ✓ 2021 International Plumbing Code
- ✓ 2021 International Fuel Gas Code
- ✓ 2021 International Mechanical Code
- ✓ 2021 International Property Maintenance Code
- ✓ 2021 International Pool and Spa Code
- ✓ 2021 International Energy Conservation Code
- ✓ 2021 International Existing Building Code with resource A
- ✓ 2021 International Fire Code and all other required fire codes
- ✓ 2020 ANSI Standards
- ✓ 2023 National Electric Code NFPA 70



Additionally, the proposed team as already worked closely with the County in the Building and Zoning Department, giving them not only knowledge of local code adoptions, state-specific regulations, and County-specific amendments, but also an understanding of the intricacies, needs, and viable solutions for the County.



Equipping the Team for Success

SAFEbuilt provides our employees with the materials, tools, and equipment necessary to perform all work required by the County. We provide our Inspectors with late model vehicles with removable signage, and field-related equipment necessary to perform their duties. We supply our team with safety devices and clothing required to meet OSHA requirements. We provide our staff with:

- Vehicles (including maintenance and fuel) we maintain a fleet of over 150 late-model vehicles.
- Magnetic vehicle signage-customizable per client specifications.
- Laptops with mobile hot spots.
- Standard business software and specialized software.
- Personal protective equipment and sanitizing products.
- Tablets and mobile phones (loaded with electronic versions of essential codebooks).
- SAFEbuilt-branded professional clothing and lanyards with clear, plastic pouch for carrying the County-issued ID.
- Insurance: Liability, Workers Compensation and Health, Dental, Vision, and Life.

Continuous Knowledge Building

SAFEbuilt recognizes that our quality personnel are our greatest asset and distinguishes us from other building development services companies. Along with recognizing service excellence with monetary compensation and other rewards, we invest heavily in our personnel's training, certification, and licensure, which increases employee satisfaction and tenure with our company. SAFEbuilt's leadership philosophy includes believing that a properly structured recruitment and training program makes good employees even better and provides the momentum to drive them to excel.

All Building Code staff receive a minimum of 32 hours of training per calendar year—48 hours per calendar year for every new code adoption year. Our commitment to our employees' well-being, continuing education, and competitive compensation enable us to keep our staff retention at optimum levels.

SAFEbuilt's leadership has also established a program whereby employees can access comprehensive training, continuing education, and coaching, called SAFEbuilt Academy. Continuing education ensures staff remain current with local, state, and federal codes, regulations, amendments, and the latest best practices so that staff spends less time referring to code books while in the field.



All courses offered by SAFEbuilt Academy are approved by ICC, and most can provide dual credit through AIA.

Standard courses include:

- Commercial Building Inspector
- Commercial Mechanical Inspector
- Commercial Plumbing Inspector
- Commercial Electrical Inspector – Part 1 & 2
- Residential Building Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector
- Residential Electrical Inspector

Recently added courses include:

- 2021 Residential Building Inspector (English & Spanish)
- 2021 Residential Mechanical Inspector
- 2021 Residential Plumbing Inspector
- 2021 Commercial Building Inspector & Plans Examiner

THE SAFEbuilt ADVANTAGE

Our solid reputation as an industry leader demonstrates our knowledge, flexibility and cost efficiencies, giving us the reliability your company needs in a team. Our people love what they do and eagerly contribute solutions and recommendations that are proven, time-tested and specific to your needs, providing the following fundamental elements:

- ✓ **Focus on Cost-Saving Approaches and Methods** - Because we serve many municipalities and agencies, we are constantly improving and adapting to provide our clients with the most cost-effective services and keep our clients' budgets on track.
- ✓ **Tailored, Responsive Services** - Our team is skilled at assessing time commitments, developing an accurate work plan and applying dedicated, professional personnel. We quickly fine-tune staffing levels to match changes in activity – always maintaining the highest level of customer service.
- ✓ **Experience with the County** – We have years of knowledge and experience working with the County, delivering on its Building Department needs and working closely with County staff, residents, and stakeholders.
- ✓ **Swift Turnarounds and Expedited Services** - With extensive experience in community development and improvement services, our staff excels at providing prompt turnarounds. We match or beat required turnaround deadlines.
- ✓ **Effective Coordination with other Agencies and Departments** - Collaboration and cooperation with other departments and agencies are key elements of how we approach our projects. Effective communication solutions are made available to the needs of each community we serve.
- ✓ **A Wealth of Code Knowledge and Building Industry Experience** - We maintain staff fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry's cutting edge, many serve as popular educational instructors and lecturers, as well as sit on leading boards and committees for organizations developing and implementing important code regulations.
- ✓ **Leading-Edge Technology with Cost-Saving Solutions** - SAFEbuilt's proprietary software, CommunityCore Solutions, delivers a suite of digital options for jurisdictions – prompt digital plan reviews, including electronic versions of plan comments, and easy-to-use online web application/portal for submittal, tracking and approval of digital plans. Our team is fully versed in using a variety of major municipal software applications and can easily transition.
- ✓ **Environmentally Friendly Practices** – Our corporate policy on sustainability supports a healthy environment, reduces our carbon footprint, and promotes environmental stewardship through environmentally preferable purchasing and other sustainability actions. Our digital plan review system encourages the bypass of paper use, and all possible documents at SAFEbuilt are printed double-sided on recycled, post-consumer content paper.

SPOTLIGHT

One real-life example of the benefits that SAFEbuilt can provide a community comes from the City of Harvey, Illinois.

Mayor Chris Clark made a commitment to "make decisions based on experience and principles that will best benefit Harvey residents." As part that commitment, the City has started a new partnership with SAFEbuilt to provide Building Department and Code Enforcement services.

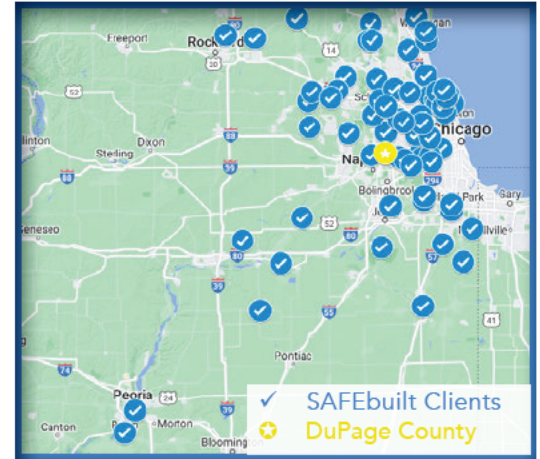
You can read more here:

<https://safebuilt.com/about/newsroom/harveyil>



EXPERIENCE

Due to our strong presence in Illinois, we can quickly and easily deploy qualified staff to support our on-demand contracts. SAFEbuilt understands that hiring and retaining qualified staff is the foundation for any successful technical and customer-centric operation. The candidates that SAFEbuilt aggressively recruits have a demonstrated passion for their work by pursuing ICC and State certifications and registrations. Throughout their careers with SAFEbuilt, we continue to reward and encourage their career certification pursuits, allowing us to offer our customers some of the most qualified staff in the industry. Through our work in similar communities across Illinois and our valued staff longevity, we assure our team will provide the County with the necessary resources, expertise, and customer-focused attitude through the contract. The map figure here shows our presence and indicates our availability throughout Illinois.



Once assigned to a project, our team members remain dedicated to that project until completion. If any personnel changes occur during the life of the contract, SAFEbuilt will immediately notify the County of the situation and will tap resources from nearby projects to provide temporary support until a replacement is sourced, approved by the County, and on-boarded.

Currently, we have a workforce of nearly 50 personnel in the state, and we offer a significant number of dedicated resources for our clients. Our work model provides flexibility when managing workloads. We only work with contractual clients during peak times. As a result, we have always met our scheduled plan review turnaround and inspection times. We can call upon plan reviewers and inspectors from our other projects in Illinois to meet the County's short-term needs.

SAFEbuilt's first contract in Illinois was in 2011, adding the County of DuPage as a client in 2020, and today we serve 60 municipal clients with the services shown in the following table.

CLIENT	SERVICES PROVIDED
Village of Algonquin	Plan Review
Village of Barrington	Building Inspection Services; Plan Review
Village of Beecher	Building Inspection Services; Fire Services; Plan Review
Village of Burlington	Building Inspection Services; Plan Review
Town of Cicero	Building Inspection Services; Plan Review
Village of Deerfield	Building Inspection Services; Plan Review
Village of Downers Grove	Building Inspection Services; Plan Review
County of DuPage	Building Inspection Services; Plan Review
City of East Peoria	Plan Review
City of Evanston	Building Inspection Services; Plan Review
Village of Fox Lake	Building Inspection Services; Code Enforcement; Planning & Zoning; Plan Review; Software

Village of Franklin Park	Building Department Management; Building Inspection Services; Plan Review
Village of Gilberts	Building Inspection Services; Code Enforcement; Plan Review
Village of Glendale Heights	Building Inspection Services; Plan Review
Village of Glenview	Building Inspection Services; Code Enforcement; Plan Review
Village of Golf	Building Inspection Services; Plan Review
Village of Hampshire	Building Inspection Services; Code Enforcement; Planning & Zoning; Plan Review; Software
Village of Hanover Park	Building Inspection Services; Plan Review
City of Harvard	Building Inspection Services; Planning & Zoning; Plan Review; Software
Village of Hoffman Estates	Plan Review
Village of Itasca	Building Inspection Services; Code Enforcement; Plan Review
Village of Kenilworth	Building Inspection Services; Engineering Services; Plan Review
Village of La Grange Park	Code Enforcement
Village of La Grange	Building Inspection Services; Plan Review
Village of Lakemoor	Building Department Management; Building Inspection Services; Code Enforcement; Planning & Zoning; Plan Review; Software
County of LaSalle	Building Department Management; Building Inspection Services; Plan Review; Software
Village of Libertyville	Building Inspection Services
Village of Lincolnwood	Building Inspection Services; Fire Services; Plan Review
City of Lockport	Building Inspection Services; Plan Review
Village of Lyons	Building Inspection Services
Village of Machesney Park	Plan Review
City of Markham	Building Inspection Services; Plan Review
Village of Morton Grove	Building Inspection Services; Code Enforcement; Plan Review
Village of Newark	Building Inspection Services; Plan Review
City of North Chicago	Building Inspection Services; Code Enforcement; Plan Review
Village of Northfield	Building Inspection Services; Code Enforcement; Plan Review
City of Northlake	Building Inspection Services; Code Enforcement; Plan Review
Village of Orland Park	Building Inspection Services; Plan Review
Village of Palatine	Building Inspection Services
City of Pekin	Software
Village of Pingree Grove	Building Department Management; Building Inspection Services; Code Enforcement; Plan Review; Software
City of Prospect Heights	Building Inspection Services; Plan Review
Village of River Forest	Building Inspection Services; Plan Review

Village of Rosemont	Building Inspection Services; Plan Review
Village of Sauk Village	Building Inspection Services; Plan Review
Village of Schaumburg	Code Enforcement
Village of Schiller Park	Building Inspection Services; Code Enforcement; Plan Review
Village of Skokie	Building Inspection Services; Plan Review
City of Streator	Software
Village of Summit	Code Enforcement
Village of Virgil	Plan Review
Village of Volo	Building Inspection Services; Plan Review
Village of Wadsworth	Building Inspection Services; Plan Review
City of Warrenville	Building Inspection Services; Code Enforcement; Plan Review
City of Waukegan	Building Inspection Services; Plan Review
Village of Westmont	Plan Review
Village of Willowbrook	Building Department Management; Building Inspection Services; Plan Review; Software
Village of Wilmette	Building Inspection Services; Plan Review
Village of Winnetka	Building Inspection Services; Code Enforcement; Plan Review
City of Wood Dale	Building Inspection Services; Code Enforcement; Plan Review

"Everything we set out to accomplish, we have. I'm confident SAFEbuilt will continue to bring forward-thinking solutions to the table as our relationship grows."

– Jay Hedges, Village Manager
Village of Hampshire, IL

"One of our Morton Grove Inspectors was out yesterday and maybe today to look at the work our contractor was doing in the complex. I would like to thank him for his consideration and helpfulness."

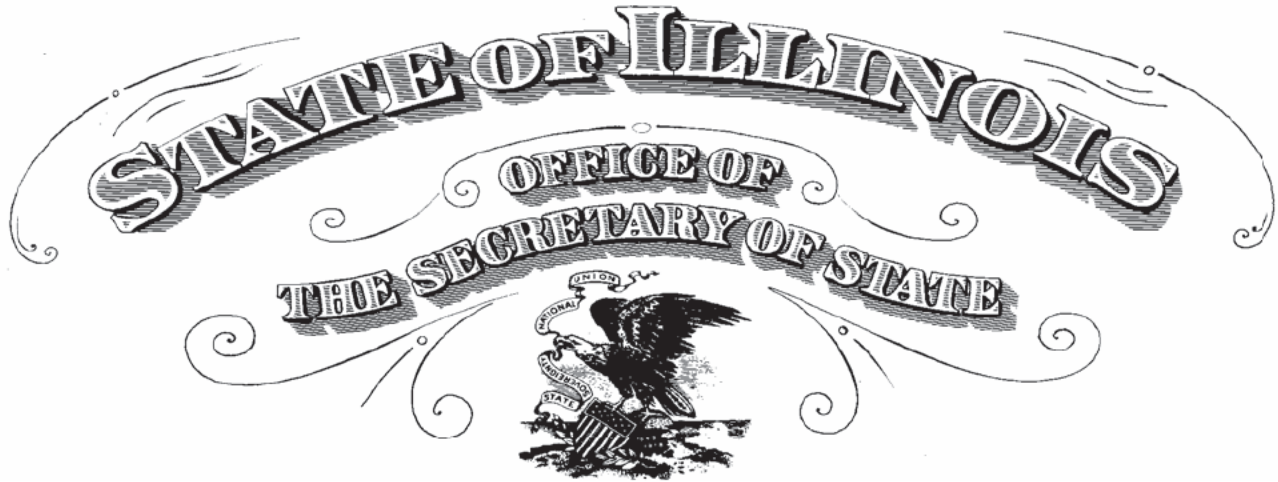
– Resident,
Village of Morton Grove, IL

BUSINESS LICENSE

SAFEbuilt Illinois, LLC's tax identification number is 46-2340439.

A copy of SAFEbuilt Illinois's State of Illinois Corporate Certificate is provided below.

File Number 0493261-7



To all to whom these Presents Shall Come, Greeting:

I, Alexi Giannoulis, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

SAFEBUILT ILLINOIS, LLC, HAVING ORGANIZED IN THE STATE OF ILLINOIS ON SEPTEMBER 26, 2014, APPEARS TO HAVE COMPLIED WITH ALL PROVISIONS OF THE LIMITED LIABILITY COMPANY ACT OF THIS STATE, AND AS OF THIS DATE IS IN GOOD STANDING AS A DOMESTIC LIMITED LIABILITY COMPANY IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 3RD day of NOVEMBER A.D. 2023 .

Authentication #: 2330702316 verifiable until 11/03/2024

Authenticate at: <https://www.ilso.gov>

REFERENCES

Among the many satisfied clients SAFEbuilt has in Illinois, we are pleased to present the following references who can speak to the quality of our work, professionalism of our staff, and efficiency of our service delivery.

LASALLE COUNTY	VILLAGE OF DOWNERS GROVE	VILLAGE OF GLENVIEW
<p>Services: Plan Review; Building Inspections</p> <p>Dates: 2014—Ongoing</p> <p>Contact: Brian A. Gift, AICP, Director of Community Development 817.433.8666 landuse@lasallecounty.org</p>	<p>Services: Plan Review; Building Inspections</p> <p>Dates: 2014—Ongoing</p> <p>Contact: Stan Popovich, Director of Community Development 630.434.6893 spopovich@downers.us</p>	<p>Services: Plan Review; Building Inspections; Code Enforcement</p> <p>Dates: 2013—Ongoing</p> <p>Contact: Joe Footlik, Inspectional Services Division Manager 847.904.4323 joef@glenview.il.us</p>
		
TOWN OF CICERO	VILLAGE OF HANOVER PARK	VILLAGE OF MORTON GROVE
<p>Services: Plan Review; Building Inspections; Zoning; Software</p> <p>Dates: 2019—Ongoing</p> <p>Contact: Tom Tomschin, Executive Director of Housing 708.656.3600 ttomschin@thetownofcicero.com</p>	<p>Services: Building Inspections; Health Inspections</p> <p>Dates: 2016—Ongoing</p> <p>Contact: Steve Capella, Inspectional Services Chief and Fire Lieutenant 630.823.5858 scapela@hpil.org</p>	<p>Services: Plan Review; Building Inspections; Code Enforcement</p> <p>Dates: 2016—Ongoing</p> <p>Contact: Tom Friel, Assistant Village Administrator 847.965.4100 tfriel@mortongroveil.org</p>
		



Tab 2

Key Qualifications

KEY QUALIFICATIONS

As a company that provides third-party service personnel to clients, SAFEbuilt thoroughly screens prospective personnel for the right experience and qualifications to perform their assigned duties. With 31+ years of industry experience, we are very familiar with each position's requirements within the different building services disciplines. We look for candidates with a well-rounded background in the building services and construction industries, a passion for the work, and a drive to get the job done correctly and on schedule. We actively pursue self-motivated candidates who are personable and who can easily integrate into any team setting.

We have assembled an experienced and qualified team of building services professionals to support the County with its inspections and plan reviews needs. Team members are familiar with DuPage County, able to complete residential and commercial plan reviews and inspections, conduct fire reviews, and appropriately licensed with the ICC in their respective disciplines and as Master Code Professionals, as well as with the State of Illinois. Our proposed team possesses over *200 years of experience in building department services collectively*.

LEADERSHIP TEAM AND CONTRACT OVERSIGHT

The Leadership Team for a contract with the County will include the assigned Account Manager and the Regional Operations Director. Together, they will manage the operation and administration of the contract. They will be responsible for managing team performance, ensuring that all contract goals are accomplished, and performing problem-solving support for issues at the contract level.

DuPage County's primary points of contact for contract oversight are:

	
<p>Mr. Alan Greene Account Manager 224.250.4010 agreene@safebuilt.com</p>	<p>Ms. Kati Vokovitch Regional Operations Manager 262-955-3014 kvokovitch@safebuilt.com</p>
<p>Regional Service Office 8775 W. Bryn Mawr Ave, Suite 1300 Chicago, IL 60031 P: 262.955.3014</p>	

SAFEbuilt believes that maintaining frequent and consistent check-ins between the Leadership Team and our clients is key to identifying performance risks sooner and contributes to contract success. Your Leadership Team will reach out to the County to discuss the best method and frequency for these check-in meetings. These meetings will provide both parties the opportunity to manage the resources tactfully and develop the best contractor-client relationship possible. Further, we can also estimate and evaluate possible outcomes during this process and make the necessary changes.

Mr. Alan Greene is the **Account Manager** and will be the County's primary point of contact. He will act as an intermediary between SAFEbuilt and the County to meet the County's need for information, support, and assistance. At the same time, he will help SAFEbuilt to continuously better understand the County's needs, expectations, and difficulties. Further, Mr. Greene will be available to discuss solutions for any potential add-on work the County might need. Mr. Greene has served as an Account Manager for 3 years.

Ms. Kati Vokovitch is SAFEbuilt's **Regional Operations Manager** for Illinois. She is Mr. Greene's operations counterpart and will be the primary contact for contract operations oversight. She will be responsible for ensuring increasing client and employee satisfaction levels while improving the workforce's efficiency, service, and technology throughout the contract, as well as ensuring adequate staffing levels. Ms. Vokovitch brings 16 years of administrative experience—nearly 10 with SAFEbuilt—to her support role for the County.

OPERATIONS TEAM

As a company that provides third-party service personnel to clients, SAFEbuilt thoroughly screens prospective staff for the right experience and qualifications to perform their assigned duties. With over three decades of industry experience, we are very familiar with each position's requirements within the different building services disciplines. We look for candidates with a well-rounded background in the building services and construction industries, a passion for the work, and a drive to get the job done correctly and on schedule. We actively pursue self-motivated candidates who are personable and can easily integrate into any team setting.

SAFEbuilt is incredibly proud to have some of the most experienced and well-qualified staff in building inspections, plan review, and fire reviews and inspections who can serve our municipal clients with expertise, tact, insight, and respect. Stacked with decades of experience—collectively totaling over 200 years—the staff assigned to DuPage County is exceptionally positioned to exceed expectations. Our staff is committed to leveraging its learned knowledge to help keep communities safe and sustainable.

Our staff's knowledge is further strengthened by ongoing training. Changing codes, regulations, and amendments make training a necessity. Staff receive training on a regular basis to stay up-to-date on current laws and regulatory changes. Our staff always remain knowledgeable and maintain current licenses and certifications.

Experience

We have proposed a dedicated team of professional personnel who will provide services as outlined in the RFP's Scope of Services. All proposed personnel have experience providing the same exact services to other Illinois communities, as well as many of the staff assigned to the County since 2020 remaining on to serve for this contract. In fact, for many DuPage County is currently their only client. They highly familiar with the DuPage County Building Code and all County Code Amendments.

The Experience Matrix provided on the page that follows demonstrates our staff's years of relevant experience, years with the firm, areas of expertise, and current assigned clients.



STAFF MEMBER	ROLE	YEARS EXPERIENCE	YEARS WITH SAFEbuilt	AREAS OF EXPERTISE	CURRENT ASSIGNED CLIENTS
<i>Gerald Keys, MCP</i>	Project Manager Building Inspector Plans Examiner	26	6	Master Code Professional , Plans Examiner; Building Inspector; Combination Inspector and Plans Examiner; Electrical, Plumbing, and Mechanical & Gas Inspector;	1 - DuPage County
<i>Keith Rooney, MCP</i>	Building Inspector Plans Examiner	21	5	Master Code Professional , Plans Examiner; Building Inspector; Electrical and Building Code Official; Utility Inspector	1 - DuPage County
<i>Mark Opels</i>	Building Inspector Plumbing Inspector Plumbing Plans Examiner	31	10	Residential Building Inspector; Electrical Inspector; Mechanical Inspector; Property Maintenance Inspector; Residential Plans Examiner	1 - DuPage County
<i>Vince Cuchetto</i>	Code Enforcement Officer	44	5	Residential Inspector	1 - DuPage County
<i>Anthony Wesbrook</i>	Building Inspector	18	5	Residential, Mechanical and Electrical Inspector	1 - DuPage County
<i>Dan Witkowski</i>	Building Inspector Plumbing Inspector	27	6	Plans Examiner; Plumbing Inspector; Certified Illinois Plumbing Inspector; Plumber's License, State of Illinois; Cross-Connection Control Device Inspector	1 - DuPage County
<i>James Kemper</i>	Building Inspector Plumbing Inspector	25	13	Plumbing Inspector; Journeyman Plumber	1 - DuPage County
<i>Jeff Witt</i>	Building Inspector	37	8	Residential and Commercial Building Inspector	1 - DuPage County
<i>Dave Zalesiak</i>	Fire Inspector	27	4	Fire Inspector	1 - DuPage County

<i>Don Wilkins, MCP</i>	Plans Examiner	24	8	Master Code Professional, Plans Examiner; Building, Mechanical, and Electrical Inspector; Building Code Official; Fire Inspector, Fire Plans Examiner	1 - DuPage County
<i>Jacob Doub, MCP</i>	Plans Examiner	9	8	Master Code Professional, Plans Examiner; Building, Mechanical, and Electrical Inspector; Building Code Official	1 - DuPage County
<i>Andrew Bevis, MCP</i>	Plans Examiner	13	7	Master Code Professional, Plans Examiner; Building, Mechanical, and Electrical Inspector; Building Code Official	1 - DuPage County
<i>Nick Weinert, MCP</i>	Plans Examiner	20	1	Master Code Professional, Plans Examiner; Building, Mechanical, and Electrical Inspector; Building Code Official	1 - DuPage County
<i>Bill Hudson, CBO, MCP</i>	Plans Examiner	30+	4	Master Code Professional, Plans Examiner; Building, Mechanical, and Electrical Inspector; Building Code Official	1 - DuPage County

Credentials

We are pleased to present the matrix on the pages that follow, which summarizes the credentials of our team.

Notably, your proposed team **includes seven (7) Master Code Professionals (MCP)**—the highest designation the International Code Council (ICC) offers. We are proud to say that SAFEbuilt currently has 40 professionals company-wide holding the title of MCP, further demonstrating our commitment to recruiting and hiring highly qualified professionals who are at the top of their field.

OVER 125 PLAN REVIEWS FOR
DuPAGE COUNTY IN 2023 SO FAR

200+ YEARS EXPERIENCE COLLECTIVELY
FROM THE ASSIGNED TEAM

NEARLY 50 EMPLOYEES IN ILLINOIS

40 MCPs COMPANY-WIDE

60 CURRENT CLIENTS IN ILLINOIS, PROVIDING:

- PLAN REVIEWS
- BUILDING INSPECTIONS
- CODE ENFORCEMENT
- PERMIT TECHNICIANS
- SOFTWARE
- BUILDING OFFICIALS



Gerald Keys	Keith Rooney	Mark Opels	Vince Cuchetto	Anthony Wesbrook	Dan Witkowski	James Kemper	Jeff Witt	Dave Zalesiak	Don Wilkins	Jacob Doub	Andrew Bevis	Nick Weinert	Bill Hudson
-------------	--------------	------------	----------------	------------------	---------------	--------------	-----------	---------------	-------------	------------	--------------	--------------	-------------

INTERNATIONAL CODE COUNCIL CERTIFICATIONS

Master Code Professional	✓	✓								✓	✓	✓	✓	✓
Accessibility Inspector/Plans Examiner	✓	✓								✓	✓	✓	✓	✓
Building Code Specialist	✓	✓								✓	✓	✓		
Building Inspector	✓	✓	✓					✓		✓	✓	✓		
Building Plans Examiner	✓	✓								✓	✓	✓	✓	✓
Certified Building Code Official	✓	✓									✓	✓		
Certified Building Official	✓	✓	✓							✓		✓	✓	
Certified Electrical Code Official	✓	✓												
Certified Fire Code Official	✓													
Certified Fire Marshall										✓				
Certified Housing Code Official	✓													
Certified Mechanical Code Official	✓	✓												
Certified Plumbing Code Official	✓													
Combination Inspector	✓	✓								✓	✓		✓	
Combination Plans Examiner	✓	✓									✓			
Commercial Building Inspector	✓	✓	✓					✓			✓	✓	✓	✓
Commercial Combination Inspector	✓	✓								✓	✓	✓		
Commercial Electrical Inspector	✓	✓									✓	✓	✓	✓
Commercial Energy Inspector	✓										✓			✓
Commercial Energy Plans Examiner	✓										✓		✓	✓
Commercial Mechanical Inspector	✓	✓	✓								✓			✓
Commercial Fire Inspector												✓		

	Gerald Keys	Keith Rooney	Mark Opels	Vince Cuchetto	Anthony Wesbrook	Dan Witkowski	James Kemper	Jeff Witt	Dave Zalesiak	Don Wilkins	Jacob Doub	Andrew Bevis	Nick Weinert	Bill Hudson
Commercial Fire Sprinkler Plans Examiner												✓		
Commercial Plumbing Inspector	✓		✓								✓	✓	✓	✓
Disaster Response Inspector	✓													
Electrical Code Specialist	✓	✓								✓	✓			
Electrical Inspector	✓	✓								✓	✓	✓		
Electrical Plans Examiner	✓	✓								✓	✓			
Energy Code Specialist	✓													
Fire Code Specialist	✓									✓	✓			
Fire Inspector I	✓								✓	✓	✓	✓		✓
Fire Inspector II	✓									✓	✓			✓
Fire Plans Examiner	✓									✓	✓	✓		
Fuel Gas Inspector	✓										✓			
Green Building - Residential Examiner	✓													
Housing and Zoning Code Specialist	✓													
IgCC Commercial Inspector	✓													
IgCC Commercial Inspector with ASHRAE 189.1	✓													
IgCC Plans Examiner	✓													
IgCC Plans Examiner with ASHRAE 189.1	✓													
Mechanical Code Specialist	✓	✓									✓	✓		
Mechanical Inspector	✓	✓	✓							✓	✓	✓		
Mechanical Plans Examiner	✓										✓	✓		
Permit Specialist	✓													
Permit Technician	✓													
Plumbing Code Specialist	✓	✓								✓	✓	✓		
Plumbing Inspector	✓	✓								✓	✓	✓		

	Gerald Keys	Keith Rooney	Mark Opels	Vince Cuchetto	Anthony Wesbrook	Dan Witkowski	James Kemper	Jeff Witt	Dave Zalesiak	Don Wilkins	Jacob Doub	Andrew Bevis	Nick Weinert	Bill Hudson
Plumbing Plans Examiner	✓	✓								✓	✓	✓		
Property Maintenance and Housing Inspector	✓		✓	✓	✓						✓	✓	✓	✓
Residential Building Inspector	✓	✓	✓		✓			✓			✓	✓	✓	✓
Residential Combination Inspector	✓	✓	✓								✓	✓		
Residential Electrical Inspector	✓	✓	✓								✓	✓	✓	✓
Residential Energy Inspector/ Plans Examiner	✓	✓	✓							✓	✓	✓	✓	✓
Residential Mechanical Inspector	✓	✓	✓		✓						✓	✓	✓	✓
Residential Plans Examiner			✓									✓		
Residential Plumbing Inspector	✓	✓	✓								✓	✓	✓	
Soils Special Inspector	✓													
Spray Applied Fire Proofing Special Inspector	✓													
Structural Steel and Bolting Special Inspector	✓													
Zoning Inspector	✓													
STATE OF ILLINOIS														
Certified Plumbing Inspector			✓			✓	✓							
Plumbers License			✓			✓	✓							
Housing Inspector					✓									
Illinois Licensed Real Estate Inspector													✓	
Qualified Plan Reviewer and Inspector													✓	
STATE OF ILLINOIS FIRE OFFICE OF STATE FIRE MARSHAL														
Auto Extrication									✓					
Fire and Arson Investigator									✓					
Fire Apparatus Engineer									✓					
Fire Officer One									✓					

	Gerald Keys	Keith Rooney	Mark Opels	Vince Cuchetto	Anthony Wesbrook	Dan Witkowski	James Kemper	Jeff Witt	Dave Zalesiak	Don Wilkins	Jacob Doub	Andrew Bevis	Nick Weinert	Bill Hudson
Fire Prevention Officer									✓					
Firefighter I, II, III									✓					
HAZMAT Responder									✓					
Instructor I, II									✓					
Management I, II									✓					
School Inspector									✓					
Tactics & Strategy									✓					

RÉSUMÉS

Résumés for all staff can be found in the pages that follow.

GERALD KEYS, MCP

**Project Manager
Building Inspector
Plans Examiner**

EDUCATION

University of Maryland
Bachelor of Science in Fire
Sciences

ILLINOIS LICENSES & CERTIFICATIONS

Illinois State Board of Education

Building Code Plan Reviewer
Electrical Code Plan Reviewer
Energy Conservation Code Plan
Reviewer
Fire Code Plan Reviewer
Mechanical Code Plan Reviewer

EXPERIENCE

- **Building Inspector/Plans Examiner**, SAFEbuilt, LLC | 2/2016 – Present
 - Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical, if qualified). Identify and address areas of plan non-compliance.
 - Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
 - Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
 - Establish and implement building department and company policies and procedures in conjunction with Building Official.
 - Identify areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
 - Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
 - Assumes the duties and responsibilities of the Building Official when required.
 - Randomly and periodically calculate permit and plan review fees manually and compare to software generated calculations.
 - Enter inspection and plan reviews results in appropriate software.
 - Attend jurisdiction board meetings, planning meetings or pre-construction meetings as required or requested.
 - Recommend code modifications and/or additions to customers as necessary to keep codes current.
- **Combination Plan Review/Inspector** City of Manassas, VA | 6/2014 – 2/2016
- **Code Compliance Manager** Engineering Consulting Services | 9/2011 – 5/2014
- **Code Development Specialist** Department of Consumer and Regulatory Affairs D.C. | 10/2007 – 9/2011
- **Chief Building Inspector** City of DeKalb, IL | 2/2005 – 10/2007
- **Residential Wood Framing Contractor** Stawicki Construction Co., Richton Park, IL | 9/1987 – 12/2005

ICC CERTIFICATIONS

ICC COMMERCIAL CONSTRUCTION

Accessibility Inspector/Plans Examiner
Building Inspector
Building Plans Examiner
Certified Building Code Official
Certified Building Official (CBO)

ICC COMMERCIAL CONSTRUCTION (CON'T)

Certified Electrical Code Official
Certified Mechanical Code Official
Certified Plumbing Code Official
Combination Plans Examiner
Combination Inspector
Commercial Building Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Electrical Inspector
Electrical Plans Examiner
Fuel Gas Inspector

Master Code Professional (MCP)

Mechanical Inspector
Mechanical Plans Examiner
Permit Technician
Plumbing Inspector
Plumbing Plans Examiner

ICC ENERGY AND GREEN CONSTRUCTION

Commercial Energy Inspector
Commercial Energy Plans Examiner
Energy Code Specialist
Green Building Residential Examiner
IgCC Commercial Inspector
IgCC Commercial Inspector w/ ASHRAE 189
IgCC Plans Examiner
IgCC Plans Examiner w/ ASHRAE 189

ICC RESIDENTIAL CONSTRUCTION

Residential Building Inspector
Residential Combination Inspector
Residential Electrical Inspector
Residential Energy Inspector/Plans Examiner
Residential Mechanical Inspector
Residential Plumbing Inspector

ICC SPECIAL INSPECTIONS

Soils Special Inspector
Spray-applied Fireproofing Special Inspector
Structural Steel and Bolting Special Inspector

ICC HOUSING AND CODE ENFORCEMENT

Certified Housing Code Official
Property Maintenance & Housing Inspector
Zoning Inspector

ICC FIRE AND DISASTER RESPONSE

Certified Fire Code Official
Disaster Response Inspector
Fire Inspector I
Fire Inspector II
Fire Plans Examiner

KEITH ROONEY

**Plans Examiner
Building Inspector**

CERTIFICATIONS AND LICENSES

International Code Council

Master Code Professional
Plumbing Plans Examiner
Electrical Plans Examiner
Residential Building Inspector
Building Plans Examiner
Commercial Building Inspector
Residential Electrical Inspector
Mechanical Inspector
Mechanical Plans Examiner
Electrical Code Official
Building Code Official
Residential Mechanical Inspector
Electrical Inspector
Residential Energy Inspector/
Plans Examiner
Building Inspector
Residential Plumbing Inspector
Master Code Professional
Accessibility Inspector/Plans
Examiner
Commercial Plumbing Inspector
Commercial Electrical Inspector
(Mechanical Code Official)
Commercial Mechanical Inspector
Plumbing Inspector
Building Code Specialist
Plumbing Code Specialist
Mechanical Code Specialist
(Electrical Code Specialist)
Residential Combination Inspector
Combination Inspector
Combination Plans Examiner
Commercial Combination Inspector

City of Chicago

Licensed Electrician

WORK EXPERIENCE

- **Building Inspector/Plans Examiner**, SAFEbuilt, LLC | 2018 to Present
 - Inspect businesses for compliance with the International Fire Code as adopted and amended for enforcement by local Municipality/County.
 - Investigate complaints of alleged violations of fire regulations.
 - Inspect new construction projects and existing buildings, as required.
 - Identify and report violations and infractions of laws, ordinances and safety standards.
 - Use construction blueprints to inspect for compliance with codes and safety standards.
 - Prepare detailed records and reports of inspection activities.
 - May develop and/or present fire prevention education programs.
 - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
 - Attend required technical training each year to maintain level of continual education units required to maintain certifications.
 - Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites.
- **Building Official**, City of Lockport, IL | 5/2011 to 2018
 - Supervision of department staff
 - Plan review, permit issuance and inspections
 - Code adoption and revisions.
- **Chief Building Official**, Village of Huntley, IL | 5/2005 to 5/2011
 - Supervision of inspection/code enforcement staff
 - Plan review, permit issuance and inspections
- **Building/Electrical Inspector**, Village of Round Lake, IL | 4/2002 to 5/2005
 - Residential and commercial electrical inspections
 - Mechanical, building inspections
 - Plan review, building permit issuance

MARK OPELS

**Building Inspector
Plumbing Inspector
Plumbing Plans
Examiner**

LICENSES AND CERTIFICATIONS

International Code Council

Residential Mechanical Inspector
Residential Electrical Inspector
Residential Building Inspector
Commercial Plumbing Inspector
Residential Plumbing Inspector
Commercial Building Inspector
Commercial Mechanical Inspector
Residential Plans Examiner
Plumbing Inspector
Building Inspector
Mechanical Inspector
Residential Combination Inspector
Certified Building Official
Residential Energy Inspector/
Plans Examiner
Property Maintenance and
Housing Inspector

State of Illinois

Certified Plumbing Inspector
Plumber's License,
#058-102468

PROFESSIONAL AFFILIATIONS

Illinois Plumbing Inspectors
Association-Chapter
International Association
Plumbing & Mechanical Officials

WORK EXPERIENCE

- **Building Inspector/Plumbing Inspector**, SAFEbuilt I 2013 to Present
 - Perform assigned field inspections in accordance with adopted codes.
 - Collaborate with other inspectors to discuss code information and code interpretations to help ensure consistency of inspections.
 - Interpret and enforce the adopted building codes in a consistent manner for each jurisdiction assigned.
 - Document inspection results so that the information is clear, concise, complete, and understandable.
 - Perform inspections for existing client jurisdictions while identifying areas for improvement in customer service levels and implement changes with the approval of the Building Official.
 - Suggest/recommend procedures to improve operations.
 - Answer code related questions from builders and the general public.
 - Schedule/assign inspections, complete/result inspection tickets, generate and print out inspection tickets in jurisdiction relevant software package.
 - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
 - Compensation for attending board and planning meetings after normal work hours is addressed under SAFEbuilt Ambassador Program.
 - Attend scheduled training.
 - Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites. Keep safety equipment in proper working condition and notify supervisor of any malfunctioning or missing safety equipment.
- **Plumbing Inspector**, Carpentersville, IL I 2009 to 2013
- **Owner/Operator**, Pipeworks I 1997 to 2013
- **Contract Plumbing Inspector**, Prospect Heights, IL I 1992 to 2013

VINCE CUCHETTO

**Code Enforcement
Officer**

EDUCATION

Eastern Illinois University

Bachelor of Science in Business
Various Microsoft related courses
including NT Administration,
Access 2.0, A+ Certification

LICENSES AND CERTIFICATIONS

International Code Council
Property Maintenance and
Housing Inspector

WORK EXPERIENCE

- **Code Enforcement Officer**, SAFEbuilt, LLC | 11/2018 to Present
- **Code Enforcement Manager (Appointed position by City Manager of Elgin)**, City of Elgin, IL | 5/2009 to 2018
 - Lead, direct and oversee nine direct reports consisting of seven Code Enforcement Officers and two part-time weed inspectors; providing annual reviews, conflict resolution and disciplinary action when warranted
 - Oversee the Rental Licenses
 - Adjudication Administrator; act as prosecutor for ordinance violations
 - Developed relationship with external organizations to providing education and supportive services to Elgin residents
 - Successful management of a 1.6 million annual budget
 - Assisted in the development, training and implementation of Electronic Reporting and Electronic citation system
 - Collaborated with Elgin Police Department for installation of mobile computing system in fleet vehicles
 - Voluntary winterization of Real Estate Owned homes providing services in the prevention of interior damage of unoccupied homes
 - Perform housing occupancy inspections for tenant violations with Code Enforcement Office and translator
 - Read architectural drawings and issue concerns for Development Applications
 - Elgin Police Chief Commendation - November 2010
 - Received Declaration from the Mayor of Elgin for Code Officer Appreciation April 2013
- **Code Enforcement Supervisor**, City of Elgin, IL | 11/2006 to 5/2009
 - Supervised ten Code Enforcement Officers, one paralegal, one Code Tech and the Rental License Coordinator
 - Responsible for the training and direction of new employees; disciplinary action when warranted
 - Performed and participated in citizen presentations bringing awareness and understanding of procedure and process to the community
- **Code Enforcement Officer**, City of Elgin, IL | 1/2006 to 11/2006
 - Commercial and residential Code Enforcement Officer; duties included business occupancy inspections, rental license and property maintenance inspections in the commercial district.
 - Weekend Code Enforcement Officer responding to emergency situations
- **Business Owner**, Cuchetto Home Inspection | 1/2004 to Present
 - Illinois State Licensed Home / Commercial Inspector (450.0001393)
 - Provide Home warranty inspections, pre-listing inspections, home energy Tune Up analysis, safety checks for the elderly and commercial real estate inspections
 - Increased the number of inspections performed from 50 in the first year to 250 per year within the third year of business.

- Generated referrals through building relationships with Realtors, Attorneys and Mortgage Brokers
 - Provided inspection training to Realtors utilizing digital media and on site inspections
- **Vice President - Production Management**, American Litho/Golden Graphics | 12/2002 to 12/2003
 - Supervise print production ensuring accuracy
 - Perform color approvals
 - Generate Billing
 - Provide Customer Service and satisfaction
 - Calculated competitive quotations generating sales and increased revenue
 - Coordination of vendors securing materials for production
 - Secure freight
- **Independent Sales Consultant/Project Manager/Business Owner**, Graphic Alliance, Chetco LTD - Independent Broker | 1979 to 2/2000 to 9/2002
 - Commissioned Sales of Digital Printing, Graphic Design and Digital Photography
 - Business owner specializing in technology and quality
 - Project Manager on all new and existing accounts

ANTHONY WESBROOK

Building Inspector

EDUCATION

Keller Graduate School of
Management, Master of Science
in Project Management,
October 2013

DeVry University, Bachelor
of Science in Network and
Communications Management,
June 2008

LICENSES AND CERTIFICATIONS

International Code Council
Residential Building Inspector
Residential Mechanical Inspector
Property Maintenance and
Housing Inspector

State of Illinois
Home Inspector, #450010855

WORK EXPERIENCE

- **Building Inspector/Plans Examiner, SAFEbuilt, 2/2018 to Present**
 - Perform Inspector duties in various villages and towns within the State of Illinois on residential and commercial buildings to ensure conformance with municipal codes and regulations.
 - Identify and report violations and infractions of laws, ordinances and safety standards.
 - Prepare detailed records and reports of inspection activities.
 - Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical, if qualified). Identify and address areas of plan non-compliance.
 - Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office and retain these services.
 - Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met.
 - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
 - Attend required technical training each year to maintain level of continual education units required to maintain certifications.
- **Building Inspector, B & F Construction Code Services, Inc – Elgin, IL, 2/2017 to 2/2018**
 - Responsible for inspecting residential and commercial buildings such as footings, foundations, structural, energy, electrical and mechanical components. Examines structures to ensure structures have been built to plans with compliance of building codes and ordinances.
- **State Licensed Home Inspector – Owner Operator, Inspect Pros – Oak Brook, IL, 9/2012 to Present**
 - Inspect single and multi-family dwellings, including rental properties, to educate clients with basic building standards that included proper building practices, areas that require extensive repairs, general maintenance issues, and fire and safety concerns
- **Project Manager, R3 Restoration, Blue Island, IL, 2/2005 to 10/2012**
 - Project manager for a general contracting firm that offers a number of services including residential and commercial carpentry, flat concrete work, roofing, and residential remodeling.
 - Directed the efficient development of foundations, structural concrete, seawalls, and structural rebuilds.
 - Effectively managed and strengthened relationships with clients, architects, engineers, building officials, and bank representatives.
 - Supervised and motivated teams of up to 5 in-house employees and various subcontractors.
 - Oversaw daily operations, sub-contractor arrangements, quality control, job site coordination, and client meetings. Managed payroll, budgeting, and job safety.
 - Developed design and rebuild drawings and obtained permits. Read and laid out and blueprints, produced cost/price estimates, and ordered materials.

DAN WITKOWSKI

Building Inspector
Plumbing Inspector

EDUCATION

**Technical Secondary School
of Building Engineering**
Plumbing Trade Diploma

LICENSES AND CERTIFICATIONS

State of Illinois
Certified Plumbing Inspector
Plumber's License
#058-143421

WORK EXPERIENCE

- **Plumbing Inspector/Combination Inspector**, SAFEbuilt, LLC | 10/2019 to Present
 - Perform Inspector duties in various villages and towns within the State of Illinois on residential and commercial buildings to ensure conformance with municipal codes and regulations.
 - Review plans and construction documents submitted with permit applications, record findings and recommend changes needed to comply with plumbing and building code provisions.
 - Conduct field inspections on new construction, renovations, additions, repairs and installation of plumbing systems, including inspections of water and sewer services, backfill, and verification of absence of cross connections as well as concrete prepours, foundations, insulation, fire blocking,
 - HVAC, and Demolition/New Construction site inspections.
 - Explain and interpret municipal code requirements, identify materials and installation methods that are not in compliance with local code, explain the code violations to contractors and building owners and recommend changes needed for compliance with code.
 - Ensure projects inspected are performed in compliance with permits and work is completed by a properly licensed contractor.
 - Complete inspection reports, investigate and document complaints, prepare notices, orders and correspondence in order to convey inspection results, decisions and actions.
 - Maintain an electronic record of inspections, findings and detailed notes utilizing computerized database.
 - Safely operate and conduct routine maintenance of vehicles and equipment.
- **Plumbing Inspector**, Licensed Plumber/Proprietor, Elite Plumbing, Inc. - Chicago, IL | 10/1996 to 10/2019
 - Possesses extensive experience in installation, repair, planning, inspecting and servicing of plumbing systems in commercial, residential and mixed-use buildings in various stages of constructions.
 - Conduct plan reviews, draft changes and communicate findings to appropriate parties.
 - Report non-compliant plumbing systems to contractors and building owners.
 - Understand prints and manufacturer specifications of materials and apparatus.
 - Oversight of operations and personnel, including job scheduling and fleet management.
 - Conduct onsite meetings at various projects with trades, architects and homeowners.
 - File paperwork with city, state, and local municipalities in order to obtain building permits.
 - Interpret Plumbing Code to adhere to municipal amendments and provide solutions and guidance to meet code compliance.
 - Read and interpret contracts, engineering notes and architectural drawings.

- Prepare bids, estimates, handle accounts receivable and payable.
- Attend education classes, seminars and trade conferences in order to maintain licenses and stay up to date with industry trends and regulations.
- Generated referrals through building relationships with Realtors, Attorneys and Mortgage Brokers
- Provided inspection training to Realtors utilizing digital media and on site inspections

JAMES KEMPER

Building Inspector
Plumbing Inspector

EDUCATION

United States Army Field Artillery
School, Ft. Sill, OK - Field Artillery
Meteorology Diploma - MOS
0847

U.S. Military on the Job Training,
Camp Lejeune, NC - Fire
Directory Control Man (FDC) -
MOS 0844

Plumbers Joint Apprenticeship
Committee, Chicago, IL -
Plumbers Apprentice School
United States Department of
Labor - Certificate of Completion

LICENSES AND CERTIFICATIONS

State of Illinois
Certified Plumbing Inspector
Plumber's License
#058-197312

City of Chicago
Journeyman Plumber

PROFESSIONAL AFFILIATIONS

American Legion - 1996 - Present

Knights of Columbus - 2007 -
Present - Grand Knight - June
2008 - 2009 and June 2009 - 2010
- Trustee - June 2010 - Present

WORK EXPERIENCE

- **Building Inspector/Plumbing Inspector**, SAFEbuilt, December 2013 to Present
 - Perform Inspector duties in various villages and towns within the State of Illinois on residential and commercial buildings to ensure conformance with municipal codes and regulations.
 - Review plans and construction documents submitted with permit applications, record findings and recommend changes needed to comply with plumbing and building code provisions.
 - Conduct field inspections on new construction, renovations, additions, repairs and installation of plumbing systems, including inspections of water and sewer services, backfill, and verification of absence of cross connections as well as concrete prepours, foundations, insulation, fire blocking,
 - HVAC, and Demolition/New Construction site inspections.
 - Explain and interpret municipal code requirements, identify materials and installation methods that are not in compliance with local code, explain the code violations to contractors and building owners and recommend changes needed for compliance with code.
 - Ensure projects inspected are performed in compliance with permits and work is completed by a properly licensed contractor.
 - Complete inspection reports, investigate and document complaints, prepare notices, orders and correspondence in order to convey inspection results, decisions and actions.
 - Maintain an electronic record of inspections, findings and detailed notes utilizing computerized database.
 - Safely operate and conduct routine maintenance of vehicles and equipment.
- **Plumbing Inspector**, TPI Building Code Consultants - St. Charles, IL, October 2011 to November 2013
- **Trustee**, Village of Hanover Park, IL, May 2011 to Present
- **North West Joint Action Water Association Board of Directors / Alternate**, Village of Hanover Park, IL, May 2011 to Present
- **Independent Business Agent**, Primerica Financial Services, Elk Grove, IL, April 2009 to Present
 - Life Insurance/Financial Services
- **Journeyman Plumber**, Corporate Plumbing Inc. - Wauconda, IL, May 2008
 - Plumbing installation, production positioning and design
- **Journeyman Plumber/Foreman**, Werner, Nugent Plumbing Company - Posen, IL, July 2007 to January 2008
 - Supervisory management, plumbing installation and repair, product positioning and design

- **Journeyman Plumber/Foreman**, AM Mechanical Inc. - Chicago, IL, May 2006 to March 2007
 - Supervisory management, plumbing installation and repair, product positioning and design
- **Journeyman Plumber**, Epic Plumbing and Mechanical - Palatine, IL
 - Plumbing installation and repair, product positioning and design
- **Journeyman Plumber**, Bruno Francis Plumbing Company - Chicago, IL, April 2004 to May 2004
 - Plumbing installation and repair, product positioning and design
- **Journeyman Plumber/Foreman**, Wheeling Plumbing Company Wheeling, IL, October 1998 to February 2004
 - Supervisory management, plumbing installation and repair, product positioning and design.

JEFFREY A. WITT

Building Inspector

EDUCATION

Joliet Junior College

Associates Degree, Applied
Science Supervision

Blackhawk Community College

CERTIFICATIONS

International Code Council

Commercial Building Inspector
Building Inspector
Residential Building Inspector

WORK EXPERIENCE

- **Combination Inspector**, SAFEbuilt, LLC | 10/2019 to Present
 - Perform Inspector duties in various villages and towns within the State of Illinois on residential and commercial buildings to ensure conformance with municipal codes and regulations..
 - Identify and report violations and infractions of laws, ordinances and safety standards.
 - Prepare detailed records and reports of inspection activities.
 - May develop and/or present fire prevention education programs.
 - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
 - Attend required technical training each year to maintain level of continual education units required to maintain certifications.
 - Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites.
- **Owner**, Carpenter Associates, Plainfield, IL, 1992 to Present
 - General Contractor Carpenter Contractor
 - Involved in multiple types of residential and commercial projects
 - Responsible for all procedures and tasks of operating a construction company
 - Oversaw permit process
 - Supervised inspections
 - Reviewed plot and print plans for code requirements
- **General Manager**, Glenmark Builders Inc., Willowbrook, IL 1986 to 1992
 - In-charge of bidding, hiring and allocating personnel
 - Completed scheduling and procurement of supplies and equipment
 - Organized and led safety and foreman meetings
 - Responsible for company growth; 7 to 65 employees producing 200+ housing units per year
- **Carpenter**, Frank Witt Construction, East Moline, IL, post college to 1986
 - General Contractor and Carpenter Contractor
 - Custom housing and carpentry subcontracting of residential and commercial projects

DAVID ZALESIAK

Fire Inspector

EDUCATION

Benedictine College
A.S., Business Administration

LICENSES & CERTIFICATIONS

International Code Council (ICC)
Fire Inspector I

State of Illinois Office of State Fire Marshal

Auto Extrication
Fire and Arson Investigator
Fire Apparatus Engineer
Fire Officer One
Fire Prevention Officer
Firefighter I, II, III
HAZMAT Responder
Instructor I, II
Management I, II
School Inspector
Tactics & Strategy I

PROFESSIONAL AFFILIATIONS

Illinois Society of Fire Service
Instructors

Mr. Zalesiak is a fire marshal with many years of diversified experience in problem identification and resolution, communication, and the development of relationships with people of all ages. Fire duties include fire code enforcement and the investigation of fires to determine cause. As for non-fire skills, a professional manager with a track record for building successful teams and developing people through teaching and patience. Recognized for creating well organized and maintained operations and for building relationships with people. Also respected by those reporting to him for setting standards of performance, rewarding good performers, being fair, while creating a fun, pleasant, and energetic working environment.

EXPERIENCE

- **Fire Inspector** SAFEbuilt Illinois, LLC | 2019 – Present
- **Fire Marshal** Westmont Fire Department; Westmont, IL | 2018 – 2019
 - Responsible for inspections and enforcing building codes of buildings in the village, and education of the public.
 - Investigate structure fires after a fire has been extinguished.
- **Fire Marshal/Fire Investigator/Inspector Code-Enforcement** Tri-State Fire Protection District | 1996 – 2018
 - Responsible for inspections and enforcing building codes of buildings in the district, construction plan examination, and education of the public.
 - In charge of the fire scene after a fire has been extinguished. Then responsible for each fire scene, creating detailed reports, supervising as many as 25 people on the scene, and handling media.
- **Firefighter, EMT, & Public Education Officer** Westmont Fire Department; Westmont, IL | 1992 – 1995
 - Responded to fire related emergency calls and vehicle accidents, and also taught safety to business, school children, and homeowners.
- **Lieutenant, Firefighter, EMT, & Public Education Officer** Clarendon Heights/Tri-State Fire District; Clarendon, IL | 1990 – 1996
 - Supervised firefighters, responded to fire related emergency calls, vehicle accidents, and taught fire safety to businesses, school children, and homeowners.
 - Designed and managed all special events such as fundraisers and campaigns.

DON WILKINS

Plans Examiner

CERTIFICATIONS

International Code Council

Master Code Professional

Accessibility Inspector/Plans

Examiner

Building Code Specialist

Building Inspector

Building Plans Examiner

Certified Building Official

Certified Fire Marshal

Combination Inspector

Combination Inspector - Legacy

Commercial Combination

Inspector

Electrical Code Specialist

Electrical Inspector

Electrical Plans Examiner

Fire Code Specialist

Fire Inspector I

Fire Inspector II

Fire Plans Examiner

Mechanical Inspector

Mechanical Inspector UMC

Plumbing Code Specialist

Plumbing Inspector

Plumbing Inspector UPC

Plumbing Plans Examiner

Residential Energy Inspector/

Plans Examiner

International Association of Electrical Inspectors

One & Two Family Dwelling

General Electrical Inspector

Electrical Plan Review

National Fire Protection Association

Certified Fire Inspector I, II, III

Certified Plans Examiner I, II

Mr. Wilkins has 24 years of experience in Plan Review and Inspections. His experience includes providing services as Building Inspector and Plans Examiner for three Nevada communities over the course of 10 years. He was also a Chief of the Fire Protection Engineering Bureau in Carson City, Nevada. In Georgia, he was formerly the Building Official of Peachtree Corners prior to joining SAFEbuilt in 2015.

EXPERIENCE

- **National Plan Review Regional Manager/Chief Building Official/Fire Marshal/Fire Plans Examiner** SAFEbuilt, LLC | 2015 – Present
 - Assigned to the National Plan Review team within SAFEbuilt, which reviews projects for clients in multiple states and municipalities.
 - Perform plan reviews for projects from one-and two- family dwellings to high rise construction to determine compliance with adopted codes, amendments, state laws, and/or local ordinances.
 - Manage plan review teams for large projects.
 - Manage client relationships with municipalities and individual clients for third-party plan reviews.
 - Assist with SAFEbuilt's Internal Quality Control program, performing peer-to-peer audits of other Building and Fire Plans Examiners.
- **Building Official** Charles Abbott Associates; Atlanta, GA | 2015
- **Building Official** City of Peachtree Corners, GA | 2014 – 2015
- **Chief** Fire Protection Engineering Bureau, Nevada State Fire Marshal Division; Carson City, NV | 2011 – 2014
- **Plans Examiner III** Carson City Building Division; Carson City, NV | 2006 – 2010
- **Building Inspector/Plans Examiner** Douglas County Building Division; Minden, NV | 2001 – 2006
- **Building Inspector III** Humboldt County Building Department; Winnemucca, NV | 1999 – 2001

ANDREW BEVIS

Plans Examiner

EDUCATION

Southern Illinois University

Bachelor of Science in
Architectural Studies

ICC CERTIFICATIONS

Master Code Professional

Accessibility Inspector/Plans
Examiner

Building Code Specialist

Building Inspector

Building Plans Examiner

Certified Building Official

Combination Inspector

Commercial Building Inspector

Commercial Combination Inspector

Commercial Electrical Inspector

Commercial Fire Sprinkler

Inspector

Commercial Fire Sprinkler Plans

Examiner

Commercial Mechanical Inspector

Commercial Plumbing Inspector

Electrical Inspector

Fire Inspector I

Fire Plans Examiner

ICC/AACE Property Maintenance

and Housing Inspector

Mechanical Code Specialist

Mechanical Inspector

Mechanical Plans Examiner

Plumbing Code Specialist

Plumbing Inspector

Plumbing Plans Examiner

Residential Building Inspector

Residential Combination Inspector

Residential Electrical Inspector

Residential Energy Inspector/Plans

Examiner

Residential Fire Sprinkler

Inspector/Plans Examiner

Residential Mechanical Inspector

Residential Plans Examiner

Residential Plumbing Inspector

EXPERIENCE

- **Plans Examiner** SAFEbuilt, LLC | 2016 – Present
 - Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical). Identify and address areas of plan non-compliance.
 - Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
 - Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
 - Establish and implement building department and company policies and procedures in conjunction with Building Official.
 - Identify areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
 - Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
 - Assumes the duties and responsibilities of the Building Official when required.
 - Randomly and periodically calculate permit and plan review fees manually and compare to software generated calculations.
 - Enter inspection and plan reviews results in appropriate software.
 - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
 - Recommend code modifications and/or additions to customers as necessary to keep codes current.
- **Building Inspector** City of Mt. Vernon; Mt. Vernon, IL | 2013 – 2016
 - Inspected non-owner occupied dwellings to determine compliance with the City's non-owner occupied housing code.
 - Maintained records related to the City's non-owner occupied housing code including scheduling of inspections and tracking corrective action orders and occupancy certificates.
 - Inspected building under construction, alteration or repair for compliance with the building, heating, plumbing, electrical and zoning codes requirements; coordinates inspection activities with appropriate City departments.
 - Reviewed and approves plans for commercial, industrial, and residential building and remodeling projects; issues proper permits and zoning approval once code requirements have been satisfied.
- **Inspector** FEMA, USA per diem; New York, NY | 2012 – 2013
- **Drafter** Contempri Homes; Pickneyville, IL | 2010 – 2011

JACOB DOUB

Plans Examiner

ICC CERTIFICATIONS

Master Code Professional

Accessibility Inspector/Plans Examiner
Building Code Specialist
Building Inspector
Building Plans Examiner
Certified Building Official
Certified Fire Marshal
Coastal and Floodplain Construction
Inspector
Combination Inspector
Combination Plans Examiner
Commercial Building Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Commercial Energy Inspector
Commercial Energy Plans Examiner
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Electrical Code Specialist
Electrical Inspector
Electrical Plans Examiner
Fire Code Specialist
Fire Inspector I
Fire Inspector II
Fire Plans Examiner
Fuel Gas Inspector
Mechanical Code Specialist
Mechanical Inspector
Mechanical Plans Examiner
Plumbing Code Specialist
Plumbing Inspector
Plumbing Plans Examiner
Property Maintenance and Housing
Inspector
Residential Building Inspector
Residential Combination Inspector
Residential Electrical Inspector
Residential Energy Inspector/Plans
Examiner
Residential Fire Sprinkler Inspector/
Plans Examiner
Residential Mechanical Inspector
Residential Plumbing Inspector

EDUCATION

Academy of Art University

Bachelor of Architecture

EXPERIENCE

- **Plans Examiner** SAFEbuilt I 2015 – Present
 - Perform full range of residential and commercial (IRC and IBC governed) Plan Reviews (includes electrical, if qualified). Identify and address areas of plan non-compliance.
 - Identify projects requiring outside technical resources—structural, mechanical, electrical engineering or other special plans examiner skills not present in the office. Manage the process of utilizing these services.
 - Ensure that customer commitments and company goals related to plan review turnaround times and field inspections are consistently met or exceeded.
 - Establish and implement building department and company policies and procedures in conjunction with Building Official.
 - Identify areas for improvement in office operations, customer service level, employee efficiency, and implement changes with approval of the Building Official.
 - Perform periodic site visits to review on-going projects (commercial and residential) to validate reviewed plans against actual projects.
 - Randomly and periodically calculate permit and plan review fees manually and compare to software generated calculations.
 - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
 - Recommend code modifications and/or additions to customers as necessary to keep codes current.
- **Building Official/Floodplain Manager/Harbour Master** Town of Ocean City, MD I 6/2019 – Present
 - Perform administrative, supervisory, code enforcement, and building inspection duties necessary to manage the building, housing, plumbing, electrical, mechanical, and waterway activity plan review, permit and inspection functions for the Building Inspection Division.
 - Supervise 6 to 8 technical and administrative staff as required to enforce the Town of Ocean City Codes including application, plan review and approval activities, permitting, field inspection activities, and code enforcement.
- **Owner/Designer, Southern Pine Design** Salisbury, MD I 2015 – Present
- **Deputy Building Official/Fire Official/Floodplain Manager** Town of Kiawah Island, SC I 4/2015 – 6/2019
- **Building Official** Limerick Township, PA I 2014 – 2015
- **Building Official/Plan Review Department Supervisor** Middle Department Inspection Agency, Inc.; Wexford, PA I 2014 – 2015

NICK WEINERT, MCP

Combination Inspector/ Plans Examiner

EDUCATION

FEMA ICS 100
FEMA ICS 200
FEMA ICS 300
FEMA ICS 400
FEMA L278 NFIP
FEMA E0273

LICENSES & CERTIFICATIONS

International Code Council

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

State of Illinois

Department of Health Food
Sanitation #1914557
Board of Education Qualified Plan
Reviewer and Inspector
Licensed Real Estate Inspector
#450.000014

Mr. Weinert is a Combination Inspector/Plans Examiner who has supervised or managed personnel for over 25 years. He has been involved with the building trades at a national level for over 30 years.

EXPERIENCE

- **Building Official** SAFEbuilt, LLC | 2022 – Present
 - Suggest/recommend procedures and processes to improve operations.
 - Be available, responsive, knowledgeable, and cordial to customer and client requests for information.
 - Answer code related questions from builders and the general public.
- **Building Superintendent** Village of Midlothian | 2018 – Present
 - Responsible for all facets of Building Department operations.
 - Create and implement Village Ordinances, Building Department forms, policies and procedures.
 - Perform plan reviews, inspections and code enforcement, business licensing and rental property registration programs, department budgeting, adjudications and other duties as required.
- **Building Inspector II** HR Green | 2016 – 2018
 - Perform residential, commercial and industrial properties plan reviews and inspections for various municipalities in the greater Chicago area as assigned by HR Green.
 - Primary daily responsibilities are for the Village of New Lenox.
- **Building Commissioner** Village of Westmont | 2015 – 2016
- **Director of Building Standards** Village of Bradley | 2013 – 2014
- **Building Commissioner** Village of Calumet Park | 2006 – 2013
- **Building Inspector | 2002 – 2006**
 - Illinois Licensed Home Inspector performing over 50 types of residential and commercial building inspections for real estate transactions in the greater Chicago area.
 - Inspections often include radon testing and mold sampling.
- **Medical Field Service | 1980 – 2002**
 - Field Service Engineer maintaining CT and MRI Systems.
 - Promoted to Chicago Area Supervisor in 1983 and again to Chicago Service Manager in 1995.
 - Manage 25 engineers in a multi-state area and involved nationally in site design, construction, system installations, maintenance and personnel training while maintaining outstanding customer satisfaction.
- **United States Navy** Submarine Servicer 1974 – 1980
 - Honorably Discharged Intercontinental Ballistic Missile Fire Control Technician.

PROFESSIONAL MEMBERSHIPS

- International Code Council #800318
- South Suburban Building Officials Association

BILL HUDSON, CBO, MCP

**Plans Examiner &
Building Official**

EDUCATION

Ashbury College in Wilmore, KY

BA in Biblical Studies with a minor
in Chemistry

**Trinity International University;
Deerfield, IL**

Graduate Studies in Counseling/
Psychology

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

Illinois Association of Code
Enforcement

Suburban Building Officials
Conference

International Code Council
Safety Advocates for Tents &
Special Events (SAFTSE)

Bill Hudson, CBO, MCP, currently supports several communities in Florida with Building Official and Project Management services. As one of approximately 800 certified Master Code Professionals worldwide, he has a broad base of experience, including Facilities Manager, General Contractor, Inspector, Plan Reviewer, Building Official, Code Instructor, and Author. In addition to his regular duties, which involve the day-to-day application of the codes, he has had the privilege of working with the International Code Council as a Subject Matter Expert, Technical Reviewer, Author, and Instructor.

As an instructor, he typically teaches between 10 and 15 classes per year and has had the opportunity to teach both in the United States and internationally. In addition to training activities, Mr. Hudson has served as President, Vice President (Training), and Executive Board Member of the Suburban Building Officials Conference (SBOC) and currently serves on four Underwriters Laboratories Standards Technical Panels.

EXPERIENCE

- **Building Official/Project Manager** Calvin, Giordano & Associates, Inc. | 2019 – Present
 - Applies knowledge of building codes, policies, and procedures to the day-to-day functions of the building department.
 - Serves as the primary liaison with our clients in this area and is responsible for ensuring that we deliver the highest level of customer service.
 - Attends department and community meetings as required by the client.
 - Performs some plan reviews, both commercial and residential, in all trades.
 - Performs inspection support as needed.
 - Supervises building department staff.
- **Building Official** Village of Oak Brook, IL | 2008 – 2019
 - Managed and supervised the building division for his entire tenure and served as Fire Marshal for six years.
- **Building Official** City of Countryside, IL | 2006 – 2008
 - Administered Building, Zoning, and Property Standards for the City.
- **Chief Property Inspector** Village of Oak Park, IL | 2002 – 2006
 - Supervised the Property Inspection Division of the Village of Oak Park.
 - Supervised Property Standards staff.
 - Supervised and conducted all HQS inspections under the 2003 International Property Maintenance Code.
 - Performed housing rehabilitation pre-construction inspections; plan review for permit applications; field inspections of projects under permit.
 - Developed and implemented departmental emergency/disaster plan.

LICENSES AND CERTIFICATIONS

Keith Rooney	Grayslake	IL	Plumbing Plans Examiner (expires 07/14/2024) Certified Building Official (expires 07/14/2024) Electrical Plans Examiner (expires 07/14/2024) Residential Building Inspector (expires 07/14/2024) Building Plans Examiner (expires 07/14/2024) Commercial Building Inspector (expires 07/14/2024) Residential Electrical Inspector (expires 07/14/2024) Mechanical Inspector (expires 07/14/2024) Mechanical Plans Examiner (expires 07/14/2024) Certified Electrical Code Official (expires 07/14/2024) Certified Building Code Official (expires 07/14/2024) Residential Mechanical Inspector (expires 07/14/2024) Electrical Inspector (expires 07/14/2024) Residential Energy Inspector/Plans Examiner (expires 07/14/2024) Building Inspector (expires 07/14/2024) Residential Plumbing Inspector (expires 07/14/2024) Master Code Professional (expires 07/14/2024) Accessibility Inspector/Plans Examiner (expires 07/14/2024) Commercial Plumbing Inspector (expires 07/14/2024) Commercial Electrical Inspector (expires 07/14/2024) Certified Mechanical Code Official (expires 07/14/2024) Commercial Mechanical Inspector (expires 07/14/2024) Plumbing Inspector (expires 07/14/2024) Building Code Specialist (expires 07/14/2024) Plumbing Code Specialist (expires 07/14/2024) Mechanical Code Specialist (expires 07/14/2024) Electrical Code Specialist (expires 07/14/2024) Residential Combination Inspector (expires 07/14/2024) Combination Inspector (expires 07/14/2024) Combination Plans Examiner (expires 07/14/2024) Commercial Combination Inspector (expires 07/14/2024)
--------------	-----------	----	---

Gerald Keys	Grayslake	IL	Certified Plumbing Code Official (expires 07/14/2024) Accessibility Inspector/Plans Examiner (expires 07/14/2024) Commercial Plumbing Inspector (expires 07/14/2024) Residential Combination Inspector (expires 07/14/2024) Combination Plans Examiner (expires 07/14/2024) Certified Housing Code Official (expires 07/14/2024) Structural Steel and Bolting Special Inspector (expires 07/14/2024) Soils Special Inspector (expires 07/14/2024) Electrical Plans Examiner (expires 07/14/2024) Certified Building Code Official (expires 07/14/2024) Residential Electrical Inspector (expires 07/14/2024) Mechanical Inspector (expires 07/14/2024) Certified Building Official (expires 07/14/2024) Residential Mechanical Inspector (expires 07/14/2024) Certified Fire Code Official (expires 07/14/2024) Permit Technician (expires 07/14/2024) Plumbing Plans Examiner (expires 07/14/2024) Commercial Mechanical Inspector (expires 07/14/2024) Electrical Inspector (expires 07/14/2024) Residential Energy Inspector/Plans Examiner (expires 07/14/2024) Energy Code Specialist (expires 07/14/2024) Fire Plans Examiner (expires 07/14/2024) Disaster Response Inspector (expires 07/14/2024) IgCC Plans Examiner (expires 07/14/2024)	Property Maintenance and Housing Inspector (expires 07/14/2024) Green Building - Residential Examiner (expires 07/14/2024) Mechanical Plans Examiner (expires 07/14/2024) Building Plans Examiner (expires 07/14/2024) Fire Inspector I (expires 07/14/2024) Certified Mechanical Code Official (expires 07/14/2024) Master Code Professional (expires 07/14/2024) Residential Plumbing Inspector (expires 07/14/2024) Building Inspector (expires 07/14/2024) Commercial Building Inspector (expires 07/14/2024) Spray Applied Fire Proofing Special Inspector (expires 07/14/2024) Residential Building Inspector (expires 07/14/2024) Certified Electrical Code Official (expires 07/14/2024) IgCC Commercial Inspector (expires 07/14/2024) IgCC Commercial Inspector with ASHRAE 189.1 (expires 07/14/2024) Combination Inspector (expires 07/14/2024) Commercial Energy Plans Examiner (expires 07/14/2024) Fire Inspector II (expires 07/14/2024) Commercial Electrical Inspector (expires 07/14/2024) IgCC Plans Examiner with ASHRAE 189.1 (expires 07/14/2024) Zoning Inspector (expires 07/14/2024) Commercial Energy Inspector (expires 07/14/2024) Commercial Combination Inspector (expires 07/14/2024) Fuel Gas Inspector (expires 07/14/2024) Plumbing Inspector (expires 07/14/2024) Permit Specialist (expires 07/14/2024) Building Code Specialist (expires 07/14/2024) Plumbing Code Specialist (expires 07/14/2024) Electrical Code Specialist (expires 07/14/2024) Mechanical Code Specialist (expires 07/14/2024) Fire Code Specialist (expires 07/14/2024) Housing and Zoning Code Specialist (expires 07/14/2024)
-------------	-----------	----	---	---

Certified under this name	City	State	Certificates
Mark Opels	McHenry	IL	Residential Mechanical Inspector (expires 05/02/2028) Residential Electrical Inspector (expires 05/02/2028) Residential Building Inspector (expires 05/02/2028) Commercial Plumbing Inspector (expires 05/02/2028) Residential Plumbing Inspector (expires 05/02/2028) Commercial Building Inspector (expires 05/02/2028) Commercial Mechanical Inspector (expires 05/02/2028) Residential Plans Examiner (expires 05/02/2028) Plumbing Inspector (expires 05/02/2028) Building Inspector (expires 05/02/2028) Mechanical Inspector (expires 05/02/2028) Residential Combination Inspector (expires 05/02/2028) Certified Building Official (expires 05/02/2028) Residential Energy Inspector/Plans Examiner (expires 05/02/2028) Property Maintenance and Housing Inspector (expires 05/02/2028)



Plumber License Search Results

Name	Mark Opels	License Number	058-102468
Address		License Type	Illinois Plumber - Certified Plumbing Inspector
Phone		License Status	Active
Employer	Certified Plumbing Inspector	Renewal Date	04/30/2024
		Licensed Since	06/09/1980
		CE	6

Anthony Wesbrook	Maywood	IL	Residential Building Inspector (expires 08/28/2024) Residential Mechanical Inspector (expires 08/28/2024) Property Maintenance and Housing Inspector (expires 08/28/2024)
------------------	---------	----	---

Jeffrey Witt	Plainfield	IL	Commercial Building Inspector (expires 01/30/2026) Building Inspector (expires 01/30/2026) Residential Building Inspector (expires 01/30/2026)
--------------	------------	----	--



Plumber License Search Results

Name	BOGDAN WITKOWSKI	License Number	058-143421
Address		License Type	Illinois Plumber - Certified Plumbing Inspector
Phone		License Status	Active
Employer	Certified Plumbing Inspector	Renewal Date	04/30/2024
		Licensed Since	07/25/1996
		CE	6



Plumber License Search Results

Name	JAMES M KEMPER	License Number	058-197312
Address		License Type	Illinois Plumber - Certified Plumbing Inspector
Phone		License Status	Active
Employer	Certified Plumbing Inspector	Renewal Date	04/30/2024
		Licensed Since	02/11/2015
		CE	6

Donald Wilkins	Alpharetta	GA	Combination Inspector - Legacy (expires 07/14/2027)
			Commercial Combination Inspector (expires 07/14/2027)
			Fire Code Specialist (expires 07/14/2027)
			Electrical Code Specialist (expires 07/14/2027)
			Plumbing Code Specialist (expires 07/14/2027)
			Building Code Specialist (expires 07/14/2027)
			Plumbing Inspector (expires 07/14/2027)
			Combination Inspector (expires 07/14/2027)
			Plumbing Inspector UPC (expires 07/14/2027)
			Building Plans Examiner (expires 07/14/2027)
			Plumbing Plans Examiner (expires 07/14/2027)
			Accessibility Inspector/Plans Examiner (expires 07/14/2027)
			Electrical Plans Examiner (expires 07/14/2027)
			Certified Fire Marshal (expires 07/14/2027)
			Fire Inspector I (expires 07/14/2027)
			Certified Building Official (expires 07/14/2027)
			Fire Inspector II (expires 07/14/2027)
			Building Inspector (expires 07/14/2027)
			Mechanical Inspector UMC (expires 07/14/2027)
			Fire Plans Examiner (expires 07/14/2027)
			Electrical Inspector (expires 07/14/2027)
			Master Code Professional (expires 07/14/2027)
			Mechanical Inspector (expires 07/14/2027)
			Residential Energy Inspector/Plans Examiner (expires 07/14/2027)

Andrew Bevis	Mount Vernon	IL	Commercial Combination Inspector (expires 12/17/2024)
			Commercial Plumbing Inspector (expires 12/17/2024)
			Fire Plans Examiner (expires 12/17/2024)
			Commercial Building Inspector (expires 12/17/2024)
			Certified Building Official (expires 12/17/2024)
			Residential Combination Inspector (expires 12/17/2024)
			Residential Building Inspector (expires 12/17/2024)
			Commercial Electrical Inspector (expires 12/17/2024)
			Residential Plumbing Inspector (expires 12/17/2024)
			Residential Energy Inspector/Plans Examiner (expires 12/17/2024)
			Mechanical Plans Examiner (expires 09/10/2026)
			Residential Mechanical Inspector (expires 12/17/2024)
			Combination Inspector (expires 12/17/2024)
			Commercial Mechanical Inspector (expires 12/17/2024)
			Building Plans Examiner (expires 09/10/2026)
			Master Code Professional (expires 09/10/2026)
			Residential Electrical Inspector (expires 12/17/2024)
			Residential Plans Examiner (expires 12/17/2024)
			Accessibility Inspector/Plans Examiner (expires 09/10/2026)
			Plumbing Plans Examiner (expires 09/10/2026)
			Property Maintenance and Housing Inspector (expires 12/17/2024)
			Building Inspector (expires 12/17/2024)
			Mechanical Inspector (expires 12/17/2024)
			Electrical Inspector (expires 12/17/2024)
			Plumbing Inspector (expires 12/17/2024)
			Building Code Specialist (expires 12/17/2024)
			Plumbing Code Specialist (expires 12/17/2024)
			Mechanical Code Specialist (expires 12/17/2024)
			Fire Inspector I (expires 12/17/2024)
			Residential Fire Sprinkler Inspector/Plans Examiner (expires 09/10/2026)
			Commercial Fire Sprinkler Inspector (expires 01/27/2024)
			Commercial Fire Sprinkler Plans Examiner (expires 01/27/2024)

Nicholas Weinert	New Lenox	IL	Commercial Mechanical Inspector (expires 05/12/2024) Commercial Plumbing Inspector (expires 05/12/2024) Commercial Energy Plans Examiner (expires 05/12/2024) Mechanical Inspector (expires 05/12/2024) Electrical Inspector (expires 05/12/2024) Property Maintenance and Housing Inspector (expires 05/12/2024) Certified Building Official (expires 05/12/2024) Accessibility Inspector/Plans Examiner (expires 05/12/2024) Residential Building Inspector (expires 05/12/2024) Commercial Building Inspector (expires 05/12/2024) Combination Inspector (expires 05/12/2024) Master Code Professional (expires 05/12/2024) Residential Combination Inspector (expires 05/12/2024) Residential Plumbing Inspector (expires 05/12/2024) Building Inspector (expires 05/12/2024) Residential Energy Inspector/Plans Examiner (expires 05/12/2024) Residential Electrical Inspector (expires 05/12/2024) Commercial Combination Inspector (expires 05/12/2024) Building Plans Examiner (expires 05/12/2024) Residential Plans Examiner (expires 05/12/2024) Residential Mechanical Inspector (expires 05/12/2024) Commercial Electrical Inspector (expires 05/12/2024) Plumbing Inspector (expires 05/12/2024) Commercial Energy Inspector (expires 05/12/2024) Building Code Specialist (expires 05/12/2024)
------------------	-----------	----	---

Jacob Doub	Salisbury	MD	Residential Mechanical Inspector (expires 05/05/2024) Residential Fire Sprinkler Inspector/Plans Examiner (expires 05/05/2024) Building Plans Examiner (expires 05/05/2024) Fire Plans Examiner (expires 05/05/2024) Commercial Energy Plans Examiner (expires 05/05/2024) Residential Electrical Inspector (expires 05/05/2024) Fire Inspector I (expires 05/05/2024) Commercial Mechanical Inspector (expires 05/05/2024) Commercial Electrical Inspector (expires 05/05/2024) Property Maintenance and Housing Inspector (expires 05/05/2024) Certified Building Official (expires 05/05/2024) Coastal and Floodplain Construction Inspector (expires 05/05/2024) Plumbing Plans Examiner (expires 05/05/2024) Commercial Energy Inspector (expires 05/05/2024) Accessibility Inspector/Plans Examiner (expires 05/05/2024) Residential Energy Inspector/Plans Examiner (expires 05/05/2024) Mechanical Plans Examiner (expires 05/05/2024) Electrical Plans Examiner (expires 05/05/2024) Master Code Professional (expires 05/05/2024) Residential Building Inspector (expires 05/05/2024) Commercial Building Inspector (expires 05/05/2024) Combination Inspector (expires 05/05/2024) Commercial Plumbing Inspector (expires 05/05/2024) Residential Plumbing Inspector (expires 05/05/2024) Fire Inspector II (expires 05/05/2024) Building Inspector (expires 05/05/2024) Mechanical Inspector (expires 05/05/2024) Electrical Inspector (expires 05/05/2024) Plumbing Inspector (expires 05/05/2024) Certified Fire Marshal (expires 05/05/2024) Building Code Specialist (expires 05/05/2024) Plumbing Code Specialist (expires 05/05/2024) Mechanical Code Specialist (expires 05/05/2024) Electrical Code Specialist (expires 05/05/2024) Fire Code Specialist (expires 05/05/2024) Residential Combination Inspector (expires 05/05/2024) Combination Plans Examiner (expires 05/05/2024) Commercial Combination Inspector (expires 05/05/2024) Fuel Gas Inspector (expires 09/08/2024)
------------	-----------	----	--

William Hudson	Fruitland Park	FL	Residential Electrical Inspector (expires 10/21/2025)
			Commercial Plumbing Inspector (expires 10/21/2025)
			Property Maintenance and Housing Inspector (expires 10/21/2025)
			Accessibility Inspector/Plans Examiner (expires 10/21/2025)
			Fire Inspector I (expires 10/21/2025)
			Building Inspector (expires 10/21/2025)
			Certified Housing Code Official (expires 10/21/2025)
			Residential Building Inspector (expires 10/21/2025)
			Mechanical Inspector (expires 10/21/2025)
			Residential Energy Inspector/Plans Examiner (expires 10/21/2025)
			Residential Mechanical Inspector (expires 10/21/2025)
			Certified Building Code Official (expires 10/21/2025)
			Fire Inspector II (expires 10/21/2025)
			Commercial Combination Inspector (expires 10/21/2025)
			Certified Building Official (expires 10/21/2025)
			Certified Mechanical Code Official (expires 10/21/2025)
			Commercial Building Inspector (expires 10/21/2025)
			Building Plans Examiner (expires 10/21/2025)
			Plumbing Plans Examiner (expires 10/21/2025)
			Commercial Mechanical Inspector (expires 10/21/2025)
			Commercial Energy Inspector (expires 10/21/2025)
			Commercial Energy Plans Examiner (expires 10/21/2025)
			Commercial Electrical Inspector (expires 10/21/2025)
			Mechanical Plans Examiner (expires 10/21/2025)
			Master Code Professional (expires 10/21/2025)
			Electrical Inspector (expires 10/21/2025)
			Building Code Specialist (expires 10/21/2025)
			Mechanical Code Specialist (expires 10/21/2025)

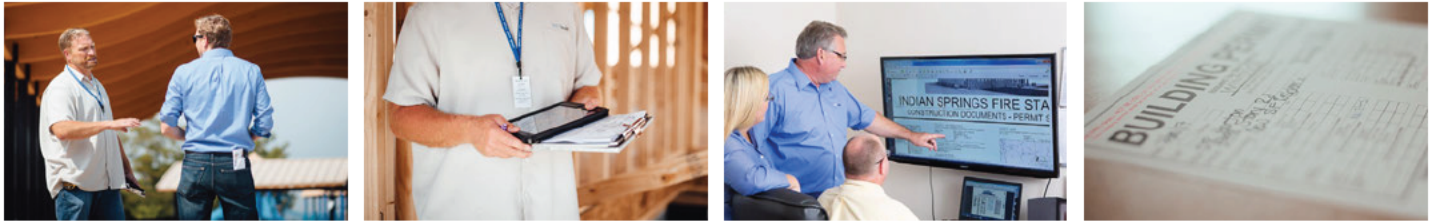


Tab 3

Project Understanding

PROJECT UNDERSTANDING

SAFEbuilt understands that the County of DuPage needs a qualified firm to furnish plan reviews, plumbing and fire reviews and inspections, and building inspection services. We propose to provide three Plans Examiners, including a Plumbing Plans Examiner and four Building Inspectors, including a Plumbing Inspector, as well as a State-certified Fire Marshal for fire systems reviews. Given the recent and anticipated workload, we are certain that this team is sufficient.



PLAN REVIEW SERVICES

Plans Examiners must maintain meticulous attention to detail and accuracy and possess clear written ability for notations and documentation. They must also be good verbal and written communicators and at ease with meeting with municipal officials, residents, engineers, architects, and design professionals. They must also quickly move from one review to another while managing their time with competing project schedules.

The staff proposed will review permit applications, plans, and other required documents, including plumbing and fire disciplines where qualified. Plans Examiners create detailed comments regarding conflicts between the plans with applicable building codes for DuPage County and its code amendments.

Our proposed Plans Examiner will review plans during the County's normal business hours and after hours and weekends if needed to keep up with increased workflow. The Plans Examiner will approve applications when the file complies with all applicable laws, codes, and ordinances. The review of plans will result in the recommendation of approval, approval with modification, or denial of the plans. If the permit file is deficient, the Plans Examiner will provide concise comments identifying the deficiencies and citing the applicable code section. Our staff will provide the customer with a clear path to approval. The Plans Examiners will also meet with and assist design professionals, contractors, and homeowners to answer questions about the code and its intent.

The Plans Examiners will provide plan reviews for clients with schedule constraints or an aggressive schedule at the discretion of the County's Building and Zoning Manager. All trades or disciplines included in the proposed services will be reviewed to ensure compliance with adopted building, electrical, mechanical, plumbing, accessibility, fire, energy codes, and other County ordinances and Illinois state statutes. When the review is complete, all plan reviews will be documented in Accela the County's system of record.

The proposed Plans Examiners for the County will:

- Examine, review, and analyze construction drawings, plans and specifications to ensure compliance with adopted local, state and federal codes, ordinances, policies and regulations.
- Receive and record incoming plans submitted, providing the customer with the ability to track progress.
- Attend pre-submittal and pre-construction meetings as requested.
- Process plan review comments and plan review actions via Bluebeam Revu or the County's preferred method for electronic plan review.

- Return all emails/voicemails within 24 hours.
- Determine the scope of the project before plan review.
- Conduct pre-plan review meetings as necessary.
- Review all construction documents and plan sets for all trades within proposed time frames.
- Use compliance checklists during plan reviews.
- Provide (at a minimum) the following in the plan review letter:
 - Cite the applicable construction drawing sheet number(s).
 - Note code section(s) and provide the code language.
 - Provide a brief but concise comment explaining the identified issues.
- Return approved plans/associated documentation to the applicant in a timely and professional manner.
- Provide design advice only in the context of achieving code compliance (written and verbal communication).
- Perform plan reviews within specified time frames.
- Determine and communicate valuation/fee updates to the County.

We present our plan review process in Figure 1 below.



Figure 1. SAFEbuilt's Plan Review Process

SAFEbuilt will follow up on the status of reviews and will incorporate comments into one plan review in order to minimize correspondence. A full review of the plans will be completed so that only the comments sent out for correction need to be reviewed upon resubmittal. All reviews will be sent to the applicant electronically.

A pre-submittal meeting will convene when requested by the applicant, or if our Plans Examiner feel it will result in a more seamless plan review process. SAFEbuilt will coordinate meetings to streamline the process.

"Commercial development is key to our growth, so having a partner like SAFEbuilt to help keep our commercial projects moving without sacrificing our safety standards has been incredibly valuable."

– Brian Krajewski, County Board Member
DuPage County, IL

A pre-construction meeting will convene when the contractor or Building and Zoning Department staff feel it will contribute to a smooth start and ongoing building project. The process includes reviewing inspection requirements, testing, and special reporting requirements. SAFEbuilt will provide main points of contact for the County's building department staff and contractor staff contact lists.

PLAN REVIEW TRACKING, WORKFLOW, AND REPORTING DETAILS

Tracking, workflow, and reporting details will be based on the County's software capabilities. We will create an Excel spreadsheet to track plan reviews by permit number and status, in addition to utilizing the Accela system to track permit progress. Microsoft Outlook will be used to set reminders for deadlines for reviews. The applicant will pay the fee upon submission, a tracking number will be assigned, and our staff will then begin the review.

When the Plans Examiner has validated that the requirements have been met, they will then prepare the permit card. Once a plan review has been completed, the Plans Examiner will contact the listed applicant to advise them on the status. Copies of the corrections are then sent to the applicant and jurisdiction via email, fax, or mail. Resubmitted plans will be submitted directly to the County or shipped or delivered directly to our office.

The permit is then issued. By assigning a number at the time of intake, the permit can be tracked throughout the life of the project. The overall process is presented in Figure 2 below.

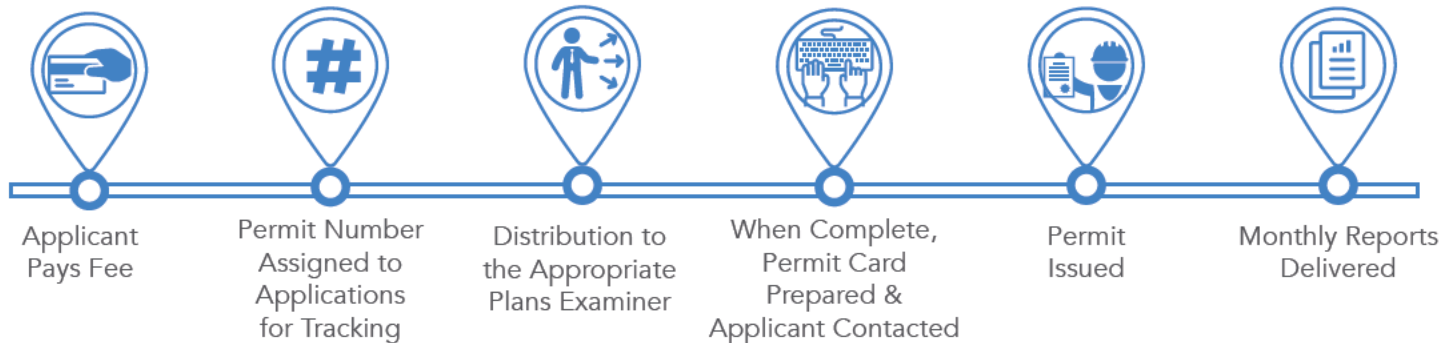


Figure 2. Plan Review Tracking, Workflow, and Reporting Details Process

Our Plans Examiner can conference with clients and project teams in-person, by phone, or via teleconference or web conference. SAFEbuilt can receive plans from the County or directly from the applicant by mail, courier, via electronic transmission, or on physical media such as a compact disc, which decreases the time delays and costs associated with shipping plans. Our process has been designed to be not only convenient for our client jurisdictions but also highly convenient for the designers and permit applicants being served. SAFEbuilt will provide a monthly report that includes the number of permits, plan reviews, inspections by type, certificates of occupancy, and project valuation.

BLUEBEAM REVU

Our team uses typically Bluebeam Revu® to review plans electronically and in hard copy when customers are unable to use electronic platforms. This system gives all stakeholders the ability to access and manage a master set of digital documents, perform concurrent reviews, and collaborate on the same PDF together in real-time, and includes the following features:

- Industry-standard markups, including text, pen marks, highlights, clouds, CAD symbols, measurements, and text stamps. These tools replicate pen and paper, allowing reviewers to add comments to



electronic plans and request revisions efficiently.

- The Tool Chest, where each reviewer can create and save custom tool sets for specific needs.
- A “Compare Documents” feature that instantly clouds the differences between drawing revisions.
- An integrated “Markups” list allows technicians to view and track comments during the permitting process and summarize them into a PDF report.

REMOTE PLAN REVIEW SERVICES FROM OUR NATIONAL PLAN REVIEW PROGRAM

In addition to the Plans Examiner we have proposed to support the County, we offer backup support from the multi-disciplinary Plans Examiners who support our National Plan Review (NPR) program. Our NPR remote plan review services offer an ideal approach to help the County manage increasing workloads.

SAFEbuilt began offering remote plan review services in 2012. At the onset of the COVID-19 pandemic, we established the NPR program, encouraging our clients to use our remote services to eliminate person-to-person contact, and to keep their plan review workload on track. This approach allowed us to provide uninterrupted services to many clients during the height of the pandemic.

Since its inception in 2020, the NPR Program team has grown to include 48 multi-certified Plans Examiners with an array of specialties, including educational facilities, fire, post-disaster, site/civil, seismic, and structural for any projects with specialized plan review needs. The process, shown in Figure 3, is simple, increases efficiency, reduces costs, and can work within the County’s Accela system.



Figure 3. Remote Plan Review Process with Our National Plan Review Team

Our NPR Plans Examiners have multiple ICC certifications, including ten team members with the ICC Master Code Professional (MCP) certification. The team includes licensed professional engineers, architects, and trade and state-licensed personnel. The types of reviews our NPR team can perform include:

- Building
- Structural
- Mechanical
- Plumbing
- Electrical
- Fire
- Fire Alarm and Sprinkler
- Residential, Commercial, Industrial, and Emergency
- Landscape
- Traffic
- Site Plan Review
- Accessibility
- Energy
- Health
- Green Building

The benefits of a Remote Plan Review approach include:

Access to multi-disciplined Plans Examiners. Credentialed staff are hard to find—staffing all positions necessary is financially challenging. Remote plan review provides the County with access to credentialed multi-discipline Plans Reviewers across the country.

Remote and concurrent reviews. Access to a national network of plan review staff allows for concurrent plan review across multiple time zones, speeding up review turnaround times. The outcome—clients do not complain about turnaround time delays, which essentially equal delays in development and mean delays in completing revenue-producing projects.

Expedited plan review. National access to reviewers gives the County the ability to expedite plans (for an additional fee) through the process for clients that have short deadlines or have fallen behind schedule.

No more complaints about turnaround times. Remote reviews have a strict workflow process that increases efficiencies with the ability to view outstanding permits and each project's status.

Remote access and increased transparency. Clients can conveniently submit their plans and monitor their status remotely, reducing the need to sit and wait in a building department office or by phone. Clients can access the portal anytime, anywhere, without restrictions to office hours.

INSPECTION SERVICES

Inspectors for all trades and disciplines will work with other County staff, contractors, builders, owners, and the general public. As such, they must be helpful, patient, and above all, very knowledgeable of the relevant codes and ordinances. Our Inspectors are trained to take an educational approach when working with our clients and their customers. Before contract start, any and all team members not currently serving the County will refresh their knowledge of codes and ordinances unique to the County. We know that technical competence, while expected, is not enough. Experience and careful consideration of issues and impacts are also critical.

SAFEbuilt-provided Inspectors conduct technical field inspections of residential and commercial structures and equipment installations during the various phase of construction, installation, and operation, assuring work conforms to all applicable building codes and approved plans and specifications. The Inspector will issue written comments if the work is not in accordance with the approved plans or applicable County codes and code amendments. The Inspector will maintain formal inspection records and process inspection comments and results immediately upon completion—and always within the same business day.

The Inspector will advise and confer with architects, engineers, County personnel, homeowners, contractors, and developers. Questions, concerns, and inquiries will be received and responded to within one business day. The SAFEbuilt team will be available to the County throughout all construction phases.

The proposed Inspector for the County will:

- Review all plans submitted before each inspection.
- Adhere to scheduled inspection times.
- Verify approved plans are on site and verify construction has not deviated from approved plans.
- Verify on-site condition is consistent with the appropriate records for square footage, setbacks, heights, and other requirements that may be applicable.
- Perform field inspections in accordance with the County's adopted ordinances, codes, and standards.
- Use inspection checklists and codebooks during inspections.

- Provide all required inspections and recording the results for those inspections.
- Identify code violations per the national and state building codes, and local ordinances and amendments.
- Work with contractors to facilitate appropriate remedies for code violations.
- Result inspections and reviewing the reports and comments with the construction contractor on site whenever possible.
- Provide the written inspection results to the County and the client at the conclusion of the inspection.

INSPECTION TECHNOLOGY

SAFEbuilt uses routing software to ensure inspections are conducted efficiently and within the allotted time scheduled. Inspection checklists and building guides are accessible from the Inspector's tablets to assist customers in the field. Electronic versions of the codebooks are available on the tablet as well.

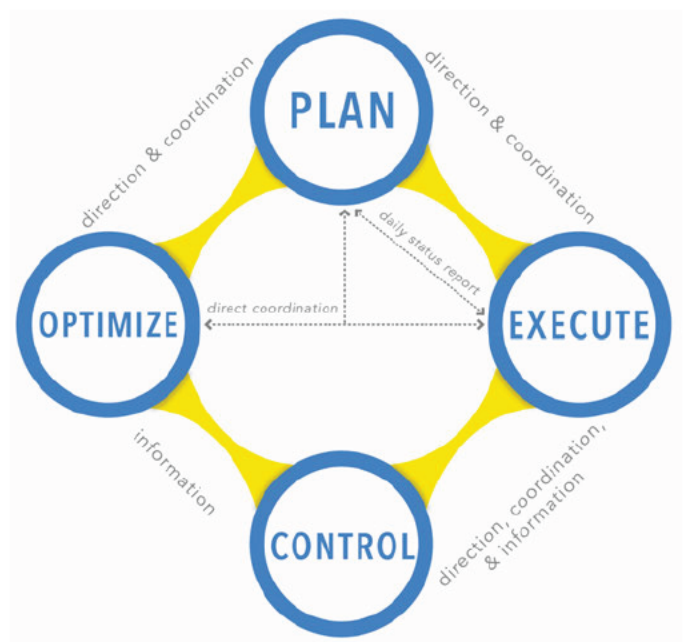
INSPECTION TRACKING AND REPORTING

All inspections are tracked by permit number, type, and trade. SAFEbuilt verifies that all inspection records, including daily records of what was inspected, are entered into the County's system of record, currently Accela. Inspection reports provide information about whether they failed, passed, or need re-inspection. Our team works hard to minimize delays to builders and provide helpful advice and counsel to builders, owners, engineers, and architects to enhance the construction process's orderly flow while maintaining an effective level of enforcement. Inspectors ensure construction changes are documented and approved by appropriate County staff.

ONGOING MANAGEMENT OF SERVICES

Our Contract Management Plan begins with the application of our philosophy of Plan, Execute, Control, Optimize (PECO). The PECO framework, illustrated below, is based on our team's experience, as well as industry best practices endorsed by the Project Management Institute.

We identify, prioritize, allocate, manage, and control the work requirements through this singular, integrated method. Using the PECO framework, the SAFEbuilt team delivers a contract management approach that combines the right people, processes, and tools to perform the Scope of Work requirements. Our support at DuPage County requires a methodology to efficiently operate and maintain all areas of service. The SAFEbuilt team's methodology is structured to streamline our resources used and provide responsive services. Successful execution of Plan Review and Inspection services starts with a responsive team structure that can anticipate and address resource needs.



Tracking, Measuring, Reporting

Data is an essential component to the continuous improvement process. Tracking, measuring, and reporting department specific metrics will tell a story of the current state of operations and identify areas for improvement. We will establish a reporting schedule tailored to your needs.

Through utilizing our proprietary CommunityCore software, we provide reporting on performance; permits issued; Inspector reports; building permits; details on building plan review building inspections, and fire and plumbing plan review and inspections; and any additional requests the County may need. Our team works on multiple tasks at the same time, and our organizational structure supports

the staff to effectively oversee this process. Our Project Manager will ensure overall project performance and completion and our will manage the day-to-day business of providing excellent services to complete all work.

Reporting can be given with any periodicity - summarizing activity levels, adherence to contract, staffing and performance metrics, and other items of special interest and are intended to supplement, not replace, any current processes for monitoring department activities and performance.

Communication and Coordination

Key to the efficient and successful flow of information is clear, effective communication. Everyone involved with a contract of this size and scope must be aware of changes, progress, and challenges. We commit to working with you to determine the best ways to communicate the right information to the right people at the right time.

Our priority is to ensure the best possible experience working with our team—with minimum impact on the State and its citizens. Meetings are an integral part of the plan, especially at contract start-up, and involve all applicable staff from the County and SAFEbuilt. Everyone involved must be aware of progress and changes they can expect going forward. We will prepare communications that can be shared with all County staff, detailing what to expect.

We work with the County to develop and evolve a schedule and format to meet its needs for aggregate reporting. Report formats may include monthly, quarterly, and annual reports summarizing activity levels, adherence to performance metrics, and other items of special interest. We ensure our work effort is clearly communicated to the County throughout the contract's life, adjusting as necessary.

Scheduling and Budgets

Our diverse staff provides flexibility when managing workload volume. During times of peak workloads, we only work with current clients in order to successfully maintain our contracted service commitments. We recognize the importance of staying on schedule and on budget. Our established approach and quality control measures provide communities with confidence in our ability to complete work on-time and within budget. We have a tremendous track record of success serving many clients throughout Illinois.



During our time in business, we have built and maintained a trustworthy and reliable reputation throughout the building and safety industry, giving our clients and partners confidence in our ability to successfully deliver services. We recognize the importance of staying on schedule and keeping up with the volume of inspection requests the county receives. Our building services team uses best practices to meet each municipality's service requirements, managing projects effectively and efficiently.

Our SAFEbuilt team prides itself on quality, timeliness, and teamwork in our partnerships with our communities to keep our communities delivering the very best to their constituents.

Operations Management – Continuous Improvement

SAFEbuilt will continue to partner with the County to drive efficiencies and innovations, as well as leverage new technologies to better serve the community. We are confident we can reduce the County's costs and improve service on an ongoing basis. We have many proprietary and third-party technologies (e.g., CommunityCore, Field Management Services, streamlined fleet management with Geotab, labor tracking through UltiPro. electronic workflow, etc.). Using this experience, we have developed an operations playbook with best practices, tools and techniques for delivering building department services to reduce risks, costs and improve service.

What the County Can Expect from their SAFEbuilt Team

Our building department staff always aims to provide efficient, state-of-the-art, customer-friendly services that allow our staff to streamline the delivery and completion of code-compliant projects for residents, businesses, and the County. To ensure contract success, we promote the importance of communication at every level of our organization. Using current technology, we can communicate more efficiently with our clients, residents, contractors, co-workers, and support staff. Communication throughout the organization is stressed to ensure that our clients are up-to-date on all larger-scale permits in the County. This communication makes the team more efficient in their daily scope of services.

SAFEbuilt staff is professional in every way, and our goals are to support the County in its efforts to maintain an efficient and effective building department. All staff will accept direction and instructions while performing their responsibilities independently and professionally with minimal supervision required.

All SAFEbuilt team members will:

- Wear/display proper identification.
- Possess/maintain required certifications and are experienced in performing compliant inspections.
- Respond to calls and emails within 24 hours of receipt or before the end of the next business day.
- Be knowledgeable of design principles, local zoning, and topographical site plans.
- Remain proficient and knowledgeable of federal, state, and local laws, rules, regulations, directives, codes, and ordinances applicable to their work.
- Offer exemplary customer service while performing their duties.
- Attend meetings as required by the County.
- Always exhibit professional and courteous conduct and an appropriate appearance during interactions both on and off the job site.
- Meet all job safety requirements and OSHA safety standards.
- Participate in public educational activities as requested.
- Be available to support the County every Monday through Friday during regular business hours, except for County-recognized holidays. We will delegate members of the SAFEbuilt team to respond to emergencies.

PERFORMANCE METRIC GUARANTEES

As a Building Department services provider, we know that the most important and visible metric to the County is the time taken to complete work. We understand that the quality and efficiency of our work is reflected on the County by its citizen satisfaction, and we must continue to exceed their expectations in timely work completion.

PLAN REVIEW TURNAROUND TIME

SAFEbuilt proposes the following plan review turnaround times for this new contract with the County.

Table 1. Plan Review Turnaround Times

TYPE OF PROJECT	INITIAL CHECK	RECHECK
Residential	5 working days or less	5 working days or less
Multi-Family	10 working days or less	5 working days or less
New Commercial	10 working days or less	5 working days or less
Commercial Alteration	10 working days or less	5 working days or less
All Other Reviews	Same Day to 5 Days	Same Day to 5 Days

INSPECTION TURNAROUND TIME

SAFEbuilt will work with the County to provide inspection staff in a timely manner. SAFEbuilt will meet with the County before a new contract starts to establish a fully tailored inspection notification process. Our inspectors are familiar with many jurisdictional scheduling and tracking systems and can quickly adapt to jurisdiction requirements.

SAFEbuilt offers next-day inspections for any request received by 4:00 PM on the previous business day.

Most inspections take between 15 minutes and 2 hours to complete, depending on the type of inspection. We offer weekend and after-hours inspections on a scheduled basis for an additional fee. We will, of course, make ourselves available to respond to inspections related to emergencies.

Community support is incredibly important to SAFEbuilt, and not something that is always captured in performance metrics. We often offer that support to our clients. One effort we are particularly proud of is the Dupage Mayors & Managers Conference (DMMC), of which we are a Platinum Corporate Partner

The DMMC is a coalition of cities and villages fostering intergovernmental cooperation. The DMMC strives to promote municipal government, foster intergovernmental cooperation, and find innovative solutions to make local government work more effectively for DuPage County residents and ultimately all citizens of Illinois.

<https://dmmc-cog.org>



SAMPLE INCIDENT REPORT

SAFEbuilt provides Incident Report Samples below.

INCIDENT INVESTIGATION REPORT		SAFEbuilt.	
Download/Save Form to Device Prior to Filling Out		Reset Form	
Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that could have resulted in a serious injury or illness.)			
Date of Incident:	This is a report of a: <input type="radio"/> Death <input type="radio"/> Lost Time <input type="radio"/> Dr. Visit Only <input type="radio"/> First Aid Only <input type="radio"/> Near Miss		
This Report is made by:		<input type="radio"/> Employee <input type="radio"/> Supervisor <input type="radio"/> Team <input type="radio"/> Other _____	
Step 1: Injured Employee (complete this part for each injured employee)			
Employee's Name:	Job Title at time of Incident:		
Department:	This employee works: <input type="radio"/> Regular full time <input type="radio"/> Seasonal <input type="radio"/> Regular part time <input type="radio"/> Temporary		
Sex: <input type="radio"/> Male <input type="radio"/> Female	Age:	Months with this employer:	Months doing this job:
Part of Body Affected: <input type="checkbox"/> Head <input type="checkbox"/> Neck <input type="checkbox"/> Shoulder <input type="checkbox"/> Arm <input type="checkbox"/> Hand <input type="checkbox"/> Wrist <input type="checkbox"/> Forearm <input type="checkbox"/> Elbow <input type="checkbox"/> Hip <input type="checkbox"/> Leg <input type="checkbox"/> Foot <input type="checkbox"/> Toe		Nature of Injury (most serious on): <input type="checkbox"/> Abrasion/scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken Bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Cut/Laceration/Puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain/strain <input type="checkbox"/> Damage to a body system <input type="checkbox"/> Other: _____	
Step 2: Describe the Incident			
Exact Location of the Incident:		Exact Time:	
What part of employee's workday? <input type="radio"/> Entering Or Leaving Work <input type="radio"/> Doing Normal Work Activities <input type="radio"/> During Meal Period <input type="radio"/> During Break <input type="radio"/> Working Overtime <input type="radio"/> Other _____			
Name of Witnesses (if Any):			
Number of Attachments	Written Witness Statements: _____	Photographs: _____	Maps/Drawings: _____

Page 1 of 3

What personal protective equipment was being used (if any)?	
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.	
Description continued on attached sheets: <input type="checkbox"/>	
Step 3: Why did the incident happen?	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment/tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Unsafe posture <input type="checkbox"/> Distraction/playing <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that may have encouraged the unsafe conditions or acts? <input type="radio"/> Yes <input type="radio"/> No	
If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? <input type="radio"/> Yes <input type="radio"/> No	
Have there been similar incidents or near misses prior to this one? <input type="radio"/> Yes <input type="radio"/> No	
Step 4: How can future incidents be prevented?	
What changes do you suggest to prevent this incident/near miss from happening again? <input type="radio"/> Stop this activity <input type="radio"/> Guard the hazard <input type="radio"/> Train the employee(s) <input type="radio"/> Train the supervisor(s) <input type="radio"/> Redesign task steps <input type="radio"/> Redesign work station <input type="radio"/> Write a new policy/rule <input type="radio"/> Enforce existing policy <input type="radio"/> Routinely inspect for the hazard <input type="radio"/> Personal Protective Equipment <input type="radio"/> Other: _____	

Page 2 of 3

What should be (or has been) done to carry out the suggestion(s) checked above?	
Description continued on attached sheets: <input type="checkbox"/>	
Step 5: Who completed and reviewed this form? (Please Print)	
Written by:	Title:
Department:	Date:
Names of investigation team members:	
Reviewed by:	
Date:	
(Page 3 of 3)	
When saving file add the employee's name to beginning and date to end. Example: Test.Employee_Incident Investigation Report_1.1.2021	Save & Submit Form

PROBLEM ESCALATION AND NOTIFICATION

SAFEbuilt takes a proactive approach to dealing with problems as they become evident. A multi-pronged, chain of command is established for each team and each shift, so that someone is always able to resolve the issue quickly—even after hours. The dedicated local Project Manager, Gerald Keys, MCP will be the primary point of contact for issue resolution throughout the contract. If the issue cannot be resolved at the Project Manager level, it can be escalated to Kati Vokovitch, the State Operations Manager, or to Alan Greene, the Account Manager. Increasingly severe problems and concerns will further escalate to executive and C-suite team members as appropriate, who will be involved to develop solutions, revise policies and procedures, and improve service delivery and customer service. We always aim for an educational, client-first perspective and treat every conflict or difference of opinion with respect and the best knowledge available.

All issues will be assessed, documented, and tracked. Any issues that may have an impact to contract success, for example time, cost or non-compliant work, will be reported immediately to the County. The time allowed to correct non-compliant work depends on the scope and magnitude of the work involved, or the severity of the deficiency. When the corrective action requires a follow-up quality control check, we allow for a reasonable time in which to make corrections and schedule a check. Normally, no more than two working days are needed for after-the-fact correction.

The County will be involved in communications related to issue resolution or concern correction as the primary stakeholder. Our team will always work with the County to come to beneficial conclusions to problems with contract and operations execution.

