

Item #13:
Proposal From B&F For Code Compliance In Downtown



B&F CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING

VILLAGE OF LONG GROVE, IL
PROPOSAL

FOR

EXTERIOR PROPERTY MAINTENANCE INSPECTIONS

December 2, 2013

SUBMITTED TO:

David Lothspeich
Village Manager
Village of Long Grove
3110 RFD
Long Grove, IL 60047

A. Scope

B & F Construction Code Services Inc, is submitting this proposal to provide exterior property maintenance inspections and reports for the downtown historic business district and other properties as assigned. The inspections would include the only the exterior areas for the buildings.

The basic work to be performed would be:

- ◆ Review of existing codes with recommendations for changes
- ◆ Perform first inspection with a written review
- ◆ Send violation letters to property owners (including postage)
- ◆ Follow up inspections as required
- ◆ Additional inspections (Annual or semi annual)

B. Specifics and cost

- ◆ Review of existing codes with recommendations for changes

This will include a review of all Village of Long Grove Codes and Ordinances. Recommendations will be provide for the repeal, replacement or modifications of any Long Grove requirements. The goal will be to provide the correct codes and ordinances so all exterior areas can be inspected and the adopted regulations enforced.

Cost - \$ 900.00

- ◆ Perform first inspection with a written review

A letter will be drafted and sent to all business owners advising them of the exterior inspection program. An inspection for each of the 95 properties will be performed. An inspection report will be prepared on site for each address which lists the violations.

The cost was calculated using an average time per inspection of 30 minutes at \$80.00 per hour. All time will be invoiced at this rate.

Cost - \$ 3,800.00

- ◆ Send violation letters to property owners (including postage)

Prepare violation letters, process for mailing and mail violation letters. This cost is based on 20 minutes to process each violation letter at \$67.50 per hour plus postage.

Cost - \$ 2,200.00

- ◆ Follow up inspections as required

Perform follow up inspections to check for compliance. The fee is calculated assuming all properties require reinspections.

The cost was calculated using an average time per inspection of 30 minutes at \$80.00 per hour. All time will be invoiced at this rate.

Cost - \$ 3,800.00

- ◆ Additional inspections (Annual or semi annual)

Exterior inspections at additional location outside the downtown business district would be invoiced at approximately the same cost per address. These inspections could be performed on annual or semi annual basis.

Approximate Cost - \$ 103.00 per address per inspection

- ◆ Court time

The inspector who performed the inspections would be available to attend court as required. The time for the inspector to attend court will be invoiced at \$80.00 an hour door to door.

Additional Notes

1. All inspections contracted for shall be performed by employees of B & F Construction Code Services, Inc.
2. All B & F Construction Code Services, Inc. employees are covered by Workers Compensation Insurance.
3. B & F Construction Code Services, Inc., carries general liability insurance underwritten by Western National Insurance. The Village of Long Grove may request to be named as additional insured.
4. B & F Construction Code Services, Inc., has in force professional liability insurance underwritten by Lloyd's of London. The Village of Long Grove may request to be named as additional insured.

**Village of Long Grove, IL
Exterior Property Maintenance Inspections
December 2, 2013
Page 4 of 4**

5. A certificate of insurance for each policy will be provided upon acceptance of this proposal and annually when the policy is renewed.
6. The contract may be modified or terminated by either party with a written thirty (30) day notice.

The Village of Long Grove agrees not to hire an employee of B & F Construction Code Services, Inc., for a period of one (1) year after the employee is no longer employed by B & F Construction Code Services, Inc.

Upon acceptance, signatures of acceptance are required by at least two (2) authorized Village of Long Grove officials.

Accepted By _____

Accepted By _____

Please Print _____

Please Print _____

Title _____

Title _____

Date _____

Date _____

B & F Construction Code Services, Inc.:

Accepted By _____ **Please Print** _____

Title _____ **Date** _____