

**Commercial, Industrial and Residential Plan Review Services
RFP-RH-22-061**

	Apex Compliance Inc. 2575 Volley Road Meadow Vista, CA 95722	SAFEbuilt, LLC 500 West Big Beaver Road Troy, MI 48084	McKenna 235 East Main Street Suite 105 Northville, MI 48167	International Energy Conservation Consultants 7877 Marquette Dr. South Tinley Park, IL 60477
Firm Established	2019	1992	1978	2011
Years in Business	15	30	44	11
Type of Organization	Corporation	Corporation	Corporation	Individual and Sole Practitioner
Names of the Project Manager and key personnel proposed to work with the City?	Scott Patterson, President	Paul Featherston, Project Manager Dana Self and Bill Hyder - Plans Examiner More names and titles provided in response.	John R. Jackson, President Sam Woodrick, Bldg. Service Mgr. More names and titles provided in response.	Darren Meyers, President of Architectural Engineering.
Preferred Payment Method	City Purchase Order	City Purchase Order	City Purchase Order	Credit Card or Purchase Order/Check
Provide a comprehensive list of the firm's Capabilities, Services you provide.	Team has worked hand-in-hand with government jurisdictions, both local and state to deliver building department services. Team members are certified and licensed in residential, commercial and industrial building disciplines, providing a full rang of professional Building Official, elevator, fire and health official services to the development of customer service standards and comprehensive plan reviews and inspection services.	Full Service and Supplemental Building Department Operations that includes; 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 and inspections, an engineering for special projects. Housing authority inspections, planning and zoning services, disaster recovery. Currently has 102 employees in Michigan.	Community Planning, Economic Development, Building Department Administration, On-site Management Services, Development Codes, Complete Streets and Transportation Planning, Public Participation (NCI Certified), Community Development, Urban Design, Sustainability Plans, Landscape Architecture, Parks and Recreation	Energy code compliance, field implementation and enforcement initiatives, training and education, technical interpretations, performing HVAC load calculations and analyses of HERS compliance programs. List of accomplishments of Darren Meyers listed in section.
Identify any lawsuits or litigation, past or present that your firm has been party to, if any.	Yes, List provided.	List of all lawsuits and litigation beginning on page 7.	Yes, please see response. Named in three suits.	No claims, settlements, arbitrations, litigations. Litigation proceedings, or civil actions involving \$20,000 or more.
Describe general qualifications of the firm and the qualifications of the staff including previous experience on similar projects.	Over 300 permit reviews of Residential and Commercial Building Applications in Placer County. Building official, plan review, inspection, special inspection, fire, elevator, health. Comprehensive services for all ongoing and future development projects including assembly, storage, industrial, solar and residential uses. More examples provided.	They currently provide on-call building department support services to 29 clients in Michigan. Team currently supports the end of a full-service contract team with the City of Troy. The City recently decided to take its building services in-house, and they recently submitted a solicitation response for these same services on an on-call basis.	Has a team of over 25 licensed plan reviewers with extensive experience in commercial, industrial, and residential plan review. Team has reviewed a wide range of commercial, office, intuitional and industrial projects including 100 reviews a month in each discipline. Listed examples in response.	Their approach to customer service and this RFP comes down to direct access by phone or virtual meetings. Darren Meyers has 12 years with IECC LLC along with 18 years with International Code Council. Two years with the U.S. Army Corps of Engineers' Construction Engineering Research Laboratory.
Identify the team members that will be working on City projects. Attach the resumes detailing their role, size and scope of projects over the last five years.	Scott Patterson - President (Resume Attached) Sarah Roane - Plan Reviewer (Resumes Attached)	List of staff provided along with resumes for the staff.	List of staff provided in response	List of staff provided in response.

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References	References provided on Page 19	References provided on City Document page 19.	References provided on page 19.	References provided on page 15
Subcontractor Information.	No Subcontractors.	No Subcontractors.	No Subcontractors	Yes, Detailed Inspection Services.
Describe your firm's philosophy on the following: Code Interpretation approach, approach to communicating with City applicants and project tracking and reporting system.	Management and Organization is centered around communication and customer service. The more people know, the more effective they can be achieving timelines, schedules and successful project timelines. Internal process of receiving plan reviews results in response email confirming receipt within the first 24 hours. Will then notify applicants of the date which they will receive their first comments. Complete process is in response.	Code interpretation are subject to final review and approval by the Chief Building Official, or City designated staff. Their plan examiners will provided unbiased recommendations and background information. Communication process has been designed to be convenient for their client jurisdictions and the designers and applicants. Tracking-When plans are received they are reviewed for completeness of submittal and logged into their tracking system.	Committed to providing citizens and business community with the highest level of service in a highly efficient and professional manner. Service is flexible and responsive and allows the City to staff up or down as needed. They partner in utilizing and improving the City of Rochester Hills systems. Communication, Team Approach, Unique challenges of the City and Agent of the City and Cooperative Work Environment is their philosophies.	Takes to defending the defense of public safety, health and welfare as is the intent of "code" and thereafter, municipal precedent over other wishes. Addressing the RHBD, the public and associated private developers, builders, contractors, and property owners is of paramount consideration in day-to-day business activities of IECC_LL.C. Project tracking and reporting consists of a master spread-sheet, document shared among internal staff, tracking information.
Describe how applicant or City questions regarding any project or review will be addressed by your firm.	Their request prior to signature will be to engage n an appropriate staff meeting to review the procedures, points of contact, and document control specifics. This request originates from their desire to establish positive relationship-based services that fulfill the customer and Apex's joint mission.	Plan examiners will be able to meet with City Staff, the design team, applicants, and/or contractors, at the City's request, to discuss and resolve plan review and code related issues. They will be available within one (1) business day to respond to questions from the City that may be generated during field inspections.	All questions regarding projects or reviews will be communicated by the City to Judy Whittle who will coordinate the review process. She will then convey these questions to reviews and submit their responses. At the direction of the City, they can make alternate arrangements.	Telephone Calls, email/written correspondence
How will your firm incorporate projects from the City into your standard work load? Address any capacity for responding to emergency projects for the City.	Internal process of receiving plan reviews results in response email confirming receipt within the first 24 hours. Will then notify applicants of the date which they will receive their first comments. These dates are maintained in an internal tracking document that allows APEX to see how many projects are in queue. They track notes on communications, and can also identify total days of project review for each project, month, and year as a means of quality control.	Ensuring appropriate staff is available to the City when needed is one of their top priorities. Proposed team includes a multi-certified and cross-functional team who stands ready to assist the City in an on-call capacity. They currently provide supplemental or on-call support to 29 municipalities across 34 contracts. Has 48 plan examiner who are part of their National Plan Review program to help cover any spikes in their permit applications, if needed.	These reviews will be integrated into their workload through their digital tracking process. With over 25 plan review specialists in multiple disciplines, they maintain additional capacity so they will be ready to respond to any emergencies or significant fluctuations promptly and completely.	It is likely that IECC_LL.C will be able to deliver at or better turnaround time given the forecast quantity.

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<p>Identify the maximum length of time, in calendars, each plan review will require. If the initial review will require more time than subsequent reviews, identify each time period separately.</p>	<p>Initial plan reviews for residential and small commercial plans are completed within ten (10) working days. Residential additions, minor tenant improvement plan reviews and small commercial re-checks are completed within five (5) working days of the date submitted and over the counter workload permits. Projects exceeding \$2 million are checked as expediently as possible, normally within 15 days.</p>	<p><u>Residential</u>- initial check 5 days or less, recheck 5 working days or less. <u>Multi-family, new small commercial, commercial alteration</u>-10 working days or less, recheck 5 working days or less. <u>All other reviews</u>-Same day to 5 days, recheck same day to 5 days. <u>Complex Commercial or Industrial Projects</u>-10-15 working days, recheck 5-10 working days</p>	<p><u>New commercial Construction, Major Commercial Alterations and New Multifamily Construction</u>-1st cycle 10 days, 2nd cycle 5 days, 3rd cycle same day. <u>All other Reviews (2 hours or less)</u>- All cycles same day.</p>	<p>Through its three year term with the City so far, the turn-around times average no more than 5.3 business days from receipt or request.</p>
<p>Describe how your firm's project approach or experience distinguish you from your competitors that the City might consider.</p>	<p>Management and Organization is centered around communication and customer service. The more people know, the more effective they can be achieving timelines, schedules and successful project timelines. They pick up the phone and call their customers.</p>	<p>Focus on cost-saving approaches and methods, swift turnarounds and expedited services, effective coordination with other agencies and departments, a wealth of code knowledge and building industry experience, and leading-edge technology with cost-saving solutions.</p>	<p>Has been a Michigan company working with Michigan Communities for over 44 years. Track record of success working with municipalities in their home state, their wide variety of services related to planning, zoning, and building code enforcement and over 25 plan review specialists.</p>	<p>Is capable of providing as-needed (3rd party) on-call building consultant services for code compliance for residential, commercial and industrial buildings, structures and projects.</p>
<p>Describe how your firm will handle quality control, specifically how you handle communication, actual plan review letters. Discuss your internal QA/QC process prior to submitting items to the City. Include how you check your firm's and your subcontractors' work.</p>	<p>Internal process of receiving plan reviews results in response email confirming receipt within the first 24 hours. Will then notify applicants of the date which they will receive their first comments. These dates are maintained in an internal tracking document that allows APEX to see how many projects are in queue. They track notes on communications, and can also identify total days of project review for each project, month, and year as a means of quality control.</p>	<p>During the review, all disciplines work as a team on each project. A supervisor oversee all reviews, consults with staff and City staff as needed, and performs spot checks for quality control. Has tailored checklists for their reviews for each client.</p>	<p>Starts with developing quality review checklists that are applied to every plan, for every review. Their plan review team leads first receive plans and determine which (if not all) trades need to be reviewed. They then distribute the plans to building or MEP specialists that review their particular discipline. The review sheets are then collected by the team leader and are double-checked for completeness and conformity.</p>	<p>Mr. Meyers will be the primary point of contact and intake for the City, while peer reviewing all content and throughput, ensuring that all services and work products produced under agreement are technically sound and of uniformly high quality.</p>
<p>Fee Schedule</p>	<p>Principle - \$140.00 per hour</p>	<p>Bldg., Mech., Elec Plumb. Plan Review \$110.00 per hour</p>	<p>Building and Trade Inspections - \$65 per inspection</p>	<p>Bldg. Plan Reviews - \$100 per hour or 15% of RHBD Plan Review fees.</p>
	<p>Building Official - \$140.00 per hour</p>	<p>Fire Plan Review \$125.00 per hour</p>	<p>Permit techs, dept. administration, admin. Asst. above and beyond plan review facilitation \$90 per hour.</p>	<p>A117.1, Structure, Energy, Mech., Plumbing, Elec. - \$100.00 per hour or 15% of RHBD Plan Review fees.</p>
	<p>Plan Review - \$125.00 per hour</p>	<p>Structural Plan Review \$153.00 per hour</p>		<p>Expedited Plan Review - \$150 per hour or 85% RHBD Plan Review fees.</p>
	<p>Permit Technician - \$55.00 per hour</p>	<p>Meetings/Court/Non-Plan Rev. Activities \$85.00 per hr.</p>		<p>Expedited A117.1, Structure, Energy, Mech., Plumbing, Elec. - \$150.00 per hour or 15% of RHBD Plan Review fees.</p>
	<p>Administrative Assistant- \$60.00 per hour</p>			

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Percentage Increases for subsequent years				
November 2023 - October 2024 (Year 2)	3%	4%*	0%	2.50%
November 2024 - October 2025 (Year 3)	3%	4%*	COLA	0
November 2025 - October 2026 (Year 4)	3%	4%*	COLA	2.50%
November 2026 - October 2027 (Year 5)	3%	4%*	COLA	0
*% increases are based upon Dec. prior year-end				
Other Fees.				
Residential Plan Reviews 3500 square feet or less	\$3,000.00		0-\$500,000 - Not less than \$125	Code Interpretation Verbal \$50.00 by Telephone
Residential Plan Reviews 3500 - 5000 square feet	\$4,000.00		Over \$500,000 - \$650 + .0003% of valuation	Code Interpretation Written \$100.00 by Telephone
Residential Plan Reviews 5000+ square feet	\$5,000.00		Mechanical, Elec., plumbing-25% of bldg. plan rev.	
Commercial Plan Reviews - 55% of Permit Fee			Revisions beyond 4th submittal or received 6 months past initial submission date- \$80 per hour	
Exceptions?	None.	Exceptions listed for contract modifications.	Exception listed.	None