

**Commercial Industrial Plan Review Services**  
**RFP-RH-20-026**

	<b>Code Enforcement Services</b> 117 N. First St. Suite 70 Ann Arbor, MI 48104	<b>SAFEbuilt, LLC</b> 500 West Big Beaver Road Troy, MI 48084	<b>McKenna</b> 235 East Main Street Suite 105 Northville, MI 48167	<b>Fire Safety Consultants Inc.</b> 23650 Woodward Ave. Pleasant Ridge, MI 48069
<b>Firm Established</b>	1999	1992	1978	1983
<b>Years in Business</b>	21	28	42	37
<b>Type of Organization</b>	Corporation	Did not specify	Did not specify	Corporation
<b>Full Time Employees</b>	7	1,360	41 (19 building)	29
<b>Part Time Employees</b>	30	140	44 (34 building)	13
<b>How Many years has your company been providing plan review services?</b>	21	28 years	10 years	37 years
<b>How many years has your firm been providing Commercial and Industrial Plan Review Services</b>	Company has been providing these services since 1999 and has slowly grown by expanding services to include the building department administration, code enforcement, code consulting and inspection services.	Has been providing commercial and industrial plan review services for more than 28 years. Provides service building department services to local governments.	Team of planning, design and building professionals help municipal leaders develop and maintain communities. Has provided these services since 1978.	Was formed in 1983 as a firm of fire protection. In 2004, FSCI merged with Britt-Moore Associates allowing them to specialize in building code consulting and also opened their first regional office in Pleasant Ridge MI
<b>How many clients does your company currently serve with the type of services described?</b>	List provided	Provides plan review services to 30 municipalities in Michigan and 1,600 government agencies nationwide.	Currently provides project services to more than 85 communities and private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois.	Provides code consulting for municipal building departments for 64 Cities.
<b>Client References</b>	List provided.	List provided.	List provided.	List provided.
<b>Description of Services</b>	Receive plans from the City along with a copy of the permit application. Plan examination service would encompass a review of construction documents to ascertain compliance with the State construction codes including building, plumbing, electrical, mechanical and accessibility. They would then work with the design team to resolve issues of noncompliance. Once documents demonstrate code compliance, a report would be written documenting important aspects of project and will become permanent record.	Will provide building review services for commercial and industrial projects in accordance with the State of Michigan construction codes.	Full range of residential, industrial and commercial building codes. Other services are attendance at pre-construction and other internal coordination meetings, availability for enforcement hearing, court testimony, professional services various boards and commissions as required, complaint resolution, Emergency services.	All building code and fire protection plan review needs. Part of the plan review services On set fee for plan reviews, complimentary telephone consulting, turnaround time within 10 business days, Project meetings or conference calls, all projects tracked in their database. Expedited services are available for a fee.
<b>Staff Qualifications/Registrations/Certifications</b>	Craig Strong-Director, 30 years exp. Larry Pickel-Chief Plan Reviewer, 40 yrs. exp. Vernon Pappas-MEP Reviewer, 20 yrs. exp.	Partnership allows the City access to a deep pool of registered, experienced and customer-focused plan reviewers. Staff consists of a team of veteran professionals who provide your community with consistent and responsive customer service every day.	ICC Certified Inspectors and plan reviewers. Offers LEED certified inspectors. Staff information provided.	Warren Olsen, Augusto Leonardo and Raoul Johnston resumes attached in response.

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<b>Average turn around time to complete first review? For re-review?</b>	3 to 5 days depending on the size and scope of project. For re-reviews, top priority to keep project moving.	First comments would be provided within 15 business days, and second comments within 15 business days, excluding larger commercial projects. Electronic plan transfer can reduce turnaround time by 5 business days, giving first comments within 10 days.	First cycle is 7 days, 2nd cycle is 5 days, 3rd cycle is same day.	Plan reviews are normally completed within 10 business days. Fire protection plans are normally completed in 3-5 business days.
<b>Description of your review process</b>	A. Identification of Overall Scope and Code Path B. Determination of Code Compliance Features Provided and/or Required. Utilization of Quality Control Tools D. Notification of Results to Applicant Service Goals. Each Letter has description.	Provide building plan review services for the City for commercial and industrial projects in accordance with the State of MI construction codes, ensure a timely completion of assignments, comply with administrative procedures of the City.	Plan reviewer will be contacted to pick up permit requests and plans. Submittal of permit applications with three copies of the plans including one electronic version. All documents to be reviewed for zoning compliance. List of other steps provided.	All building code and fire protection plan review needs. Part of the plan review services On set fee for plan reviews, complimentary telephone consulting, turnaround time within 10 business days, Project meetings or conference calls, all projects tracked in their database. Expedited services are available for a fee.
<b>Copy of review checklist and sample provided?</b>	Yes	Yes	Yes	Yes
<b>Do you perform a structural review as part of the review process?</b>	Performs a structural plan review on all new buildings, as well as for existing building as determined by the project scope.	Yes. Provide structural plan review to make sure the structure is designed correctly to meet State of MI construction codes.	Yes, if structural plans are provided or required.	Does not routinely perform structural reviews; however, they would outsource for an additional fee if a structural review is required.
<b>Review Fee covers how many re-reviews</b>	Three (3) re-reviews for the percentage option. By the hour for the hourly option.	All re-reviews at the hourly rate at one-hour minimum.	N/A	All re-reviews are covered under the original fee unless there is a significant increase in cubic footage being reviewed.
<b>Rochester Hills responsibilities in review process</b>	Ask that a log of the batch of plans sent to them is filled out so they can keep track of the inventory. A log will accompany the plans as they are returned.	Responsibilities include providing plan reviews in sufficient time to assist them to stay on schedule.	States "See Proposal". Did not see answer in response.	City will submit each building plan review and accompanying FSCI BLS transmittal form to their Corporate Office in Elgin. Once the review is completed, FSCI will email a copy of the completed review letter to the City and send stamped drawing, plan review letter and invoice back to the City via UPS.
<b>Billing Procedures</b>	Invoice every 30 days. Each project receives a billing code so City will be able to see the costs per address of plan reviews.	Monthly invoices/progress reports are generated. Note that all fees are all-inclusive. Materials, equipment, overhead and other project expenses such as travel are already included in pricing.	Monthly invoices for service. Net 30 days.	Each plan review project will be invoiced upon completion and included in the response packet. Office will also send City a monthly statement.

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<b>Description of Services you will provide for City</b>	Facilitate the exchange of construction documents to and from the City for the purpose of performing code compliant reviews.	Will provide building plan review services for commercial and industrial projects in accordance with the State of Michigan construction codes.	Full range of residential, industrial and commercial building codes. Other services are attendance at pre-construction and other internal coordination meetings, availability for enforcement hearing, court testimony, professional services various boards and commissions as required, complaint resolution, Emergency services.	City will submit each building plan review and accompanying FSCI BLS transmittal form to their Corporate Office in Elgin. Once the review is completed, FSCI will email a copy of the completed review letter to the City and send stamped drawing, plan review letter and invoice back to the City via UPS.
<b>Contract Required?</b>	Yes	Yes	Did not answer question.	No
<b>Can meet City's insurance requirements?</b>	Yes	Yes	Did not answer question.	Yes
<b>Hold harmless form</b>	No	Yes	No	Yes
<b>Payment Method</b>	Check	Check or ACH	Check	ACH
<b>Extend to MITN</b>	Yes	Yes	Yes	Yes
<b>Exceptions or Alternatives to this Request for Proposal</b>	Reserves the right to provide an indemnification clause which is consistent with protecting and maintaining professional and general liability insurance coverage.	None.	Please see proposal for exceptions.	None.
<b>2020 Fee Schedules</b>	<b>Category/ Rates</b>	<b>Category/ Rates</b>	<b>Category/ Rates</b>	<b>Category/ Rates</b>
	Plan Reviews-\$120/hr. or 75% of the City's of the City's plan review fee.	Commercial & Industrial Bldg Plan Review-\$119.50 per hour	Plan Review - 75% of plan review fee*	\$1.405.00 all disciplines for home up to 3,300 sq. ft
	Cost for exchange of plans (USPS, UPS, FedEx)- Reimbursement of actual cost	Pre-Submittal Meetings/Calls-\$90.00 per hour	Expedited Plan Review - 85% of plan review fee*	Over 3,000 sq ft add \$.45- sq ft for all disciplines
	Expedited Services (overtime)-\$160/hr. or 80% of the City's plan review fee		Inspections \$85.00 per hour	**Did not use our format for pricing. Please see response for pricing pages
<b>2021 Fee Schedules</b>	<b>Category/ Rates</b>	<b>Category/ Rates</b>	<b>Category/ Rates</b>	<b>Category/ Rates</b>
	Cost for exchange of plans (USPS, UPS, FedEx)- Reimbursement of actual cost	Commercial & Industrial Bldg Plan Review-\$119.50 per hour	Plan Review - 75% of plan review fee*	
	Plan Reviews-\$120/hr. or 80% of the City's of the City's plan review fee.	Pre-Submittal Meetings/Calls-\$90.00 per hour	Expedited Plan Review - 85% of plan review fee*	
	Expedited Services (overtime)-\$165/hr. or 85% of the City's plan review fee		Inspections \$85.00 per hour	
Percentage increase for 2022	4%	0%	3%	0%
Percentage increase for 2023	4%	0%	0%	0%