



Memorandum

To: Town Council
From: Thomas Dansie, Town Planner
Date: August 8, 2014
Re: **February 12, 2015 Town Council Meeting**
Service Agreement for Building Plan Review

For the past several years the Town has contracted with an outside consultant to perform plan reviews for new buildings. That consultant has retired and no longer provides service to the Town. Zac Martin, the Town Building Inspector, has been performing most plan reviews since the time the consultant retired.

Zac is a fully certified Building Inspector and does a great job reviewing plans. However, Zac has many other responsibilities with the Parks Department and he does not have extensive experience with complex commercial plan reviews. For these reasons staff feels it is important to have access to a professional building plan review consultant to handle plan reviews that Zac does not have time for, or that are significantly complex.

Forsgren Engineering is currently doing the design work on the street light replacement project for the Town. Town Staff has been completely satisfied with the service Forsgren has provided. Forsgren also offers plan review services and has submitted a proposal to provide these services to the Town.

Forsgren will perform plan reviews for 80% of the plan review fee associated with the building permit. These services will be provided on an as-needed on-call basis. This is the same arrangement the Town had with our previous consultant. Because the cost of the plan review service is paid through the building permit the Town does not incur any additional costs for this service.

Staff has contacted other communities that use Forsgren for plan review services. The communities staff has contacted gave universally positive reviews of Forsgren's service.

Staff recommends the Council accept Forsgren's proposal to provide plan review service for the Town and authorize the Mayor to execute the service agreement.



WORK ORDER AGREEMENT

Project No. Building Services - 02

BY AND BETWEEN:

Forsgren Associates, Inc.
370 East 500 South, Suite 200
Salt Lake City, UT 84111
801/364-4785

Town of Springdale, Utah
118 Lion Blvd.
Springdale, Utah 84767
Att: Tom Dansie

PROJECT AND LOCATION:

SCOPE OF WORK:

Forsgren Associates (Forsgren) will provide Building Department Plan Review Support Services to the Town of Springdale on an "on-call" as-needed basis in general accordance with the proposal to the Town dated 30 January 2015.

The above described services will be performed by Forsgren for a cost of 80% of the normal and usual plan review permit fee as identified in the Uniform Administrative Code, consistent with the Town's fee schedule.

If this Work Order Agreement correctly summarizes our understanding of the Scope of Work you have requested, please sign it to indicate your approval and return one (1) copy which will serve as our authorization to proceed.

All work performed will be in accordance with accepted standards of professional practice. All original documents are the property of Forsgren, except where by law or precedent these documents become public property or except when agreed in advance.

Forsgren will invoice you monthly for the work and expenses incurred during the preceding month. Payment for the above services will be due upon receipt of our invoice.

The Town agrees to limit FA's liability to the Town, such that the total aggregate liability of Forsgren shall not exceed Forsgren's total fee for services rendered on a given permit.

This agreement shall be deemed entered into when it is received, duly signed by the client, and returned to Forsgren at the address given above.

FORSGREN ASSOCIATES, INC.

By: Clarence S. Kemp, PE

Signature: 

Title: Vice President

Date: 30 January 2015

CLIENT NAME

By: _____

Signature: _____

Title: _____

Date: _____

30 January 2015

Town of Springdale

118 Lion Blvd,
Springdale, UT 84767

Attention: Tom Dansie, Director of Community Development / Deputy Clerk

Reference: Proposal to Provide Building Department Plan Review / Support Services

Dear Mr. Dansie:

First, thank you for the time spent discussing Springdale's building department needs and for the opportunity to submit this proposal. We understand that you have qualified staff to handle the day to day inspection and plan review needs of the Town. This proposal, therefore, is to supplement your staff with commercial plan reviews and/or other support services as would best benefit Springdale.

I know that you are already familiar with Forsgren Associates (Forsgren) through the ongoing street lighting project. Nonetheless, I would like to take this opportunity to tell you a little more about our firm, and particularly about the capabilities of our building department. Forsgren is an employee-owned, multi-discipline engineering firm that has provided engineering services to local governments and private entities since 1962. Since that time, we have grown to 12 offices with over 135 professional staff. For over 50 years, our primary business focus has been supporting local governments by providing infrastructure, environmental, and land-use solutions.

Forsgren Associates

Today we serve as city and district engineers, building inspectors, and plan reviewers for many communities throughout Utah, and the West. Our staff understands first-hand the importance a building department plays in the growth of communities — especially those in which we live and play. As integral partners, we understand that **“what and how we build today matters tomorrow.”**



Corporate Office

Clarence Kemp, P.E.
Municipal and Building
Services Manager
370 East 500 South, Suite 200
Salt Lake City, UT 84111
Phone: (801) 364.4785
Cell: (801) 230.3682
ckemp@forsgren.com

Additional Offices

Evanston, WY
Logan, UT
Boise, ID
Mesquite, NV
Sacramento, CA
West Yellowstone, MT
Watford City, ND
Rexburg, ID
Wenatchee, WA
Denver, CO
Albuquerque, NM

Forsgren’s Building Department

Our Building Department was formed 15 years ago to meet the needs of our municipal clients in Utah. Since that time, our Building Department service area has expanded to include Wyoming and North Dakota. We are fully staffed with ICC-Certified and licensed building inspectors (both commercial and residential), special inspectors, plan reviewers, counter technicians, as well as civil and structural engineers. This team includes former building officials and inspectors from various cities. Our plan review and inspection clients benefit from the diverse expertise brought together in this department.

Key Staff Qualifications

The following matrix summarizes the Utah Professional licensing and capabilities of our key Building Department staff available to support the City as needed.

ICC CERTIFICATION / LICENSING MATRIX	Licensed Structural Engineer	Commercial Building Inspection	Commercial Electrical Inspection	Commercial Plumbing Inspection	Commercial Mechanical Inspection	Residential Building Inspection	Residential Electrical Inspection	Residential Plumbing Inspection	Residential Mechanical Inspection	Building Plans Examiner	Plumbing Plans Examiner	Electrical Plans Examiner	Certified Building Official	Fire Inspector	Developmental Plan and Plat Reviews	Licensed Civil Engineer
Dennis Chart Combination Building Inspector UT #377256-5601		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		
Gill Anderson, Building Official / Combination Building Inspector UT #317848-5601		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Curt Allen, Building Official / Combination Building Inspector UT #322604-5601		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Jason vonWeller Building Inspector UT #268680-5602		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Greg Kennard Combination Building Inspector UT #3092892-5602		✓		✓	✓	✓	✓	✓	✓	✓	✓					
Bob Fry Commercial Electrical Inspector UT #263972-5602			✓				✓					✓				
Clarence S. Kemp, P.E., S.E. Building Services Manager UT #4984482-2203	✓														✓	✓
Craig Rasmussen, P.E., S.E. Senior Structural Engineer UT #295553-2203	✓														✓	✓
Kyle Dana, P.E., S.E. Senior Structural Engineer UT #334487-2203	✓														✓	✓

Forsgren's core client base has always been local government entities much like the Town of Springdale. Our team includes experienced professionals that have the ability to address virtually all of your building department and municipal engineering needs. The Forsgren team includes:

- *Licensed / Certified Plan Reviewers*
- *Licensed / Certified Residential and Commercial Building Inspectors*
- *Certified Fire Inspectors*
- *Structural Engineers*
- *Special Inspectors (steel and concrete)*
- *Civil Engineers and Civil Inspectors*
- *Public Works Specialists*

Communication and coordination of plan reviews can be easily handled through our counter technician/ clerk, Celeste Sumbot. Celeste has served in this role for fifteen years. We maintain a building department hotline that in nearly all cases is answered by her. Our relational organization allows her to cost-effectively assign the right person to the right task, as needed and when needed. This flexibility provides the best service at the best price to the benefit of our clients and their stakeholders. Summary resume's for our key Utah building department staff are as follows:

Dennis Chart

Combination Commercial and Residential Inspector/ Plans Reviewer

Mr. Chart is the newest member of the Forsgren Building Department team. Mr. Chart has over 30 years of hands-on experience in the building industry including 15 years as a building inspector and plans reviewer. Prior to joining Forsgren, Mr. Chart was an integral part of the Summit County Building Department. His experience includes lead inspection responsibilities at the Lehi City Micron plant, Huntsman Cancer Institute, Rampton State Hospital, University of Utah Hospital Expansion, and the University of Utah Health Sciences Building. In addition to being a licensed ICC Combination Inspector and Building Official, Mr. Chart is also certified as an IFCI Fire Code Inspector.

Gil Anderson

Combination Commercial and Residential Inspector/ Plans Reviewer

Mr. Anderson has over 30 years of experience in Building Department Administration and Construction. Prior to joining the Forsgren Team, Gil was the Chief Building Official for the City of Bluffdale, Utah. His experience also includes 14 years as a building inspector for Salt Lake City. Gil is ICC certified and licensed as a residential and commercial building, plumbing, mechanical, and electrical inspector; as well as a plans examiner and Building Official. He is also certified through the Rocky Mountain Gas Association to install and inspect gas fired equipment.

Curt Allen

Building Official / Combination Commercial and Residential Inspector/ Plans Reviewer

Mr. Allen is a new breed of building inspector. He is part of the generation of inspectors that are technically trained and possess an array of ICC certifications, and are tech savvy and forward thinking. Let's face it; the future of building inspection is vastly different than that of 20 or 30 years ago. The volumes of codes have expanded ten-fold. The need to constantly be reading, re-training and certifying has never been more apparent. Simply put, Mr. Allen finds answers, solves problems and utilizes each available resource.

Mr. Allen is fully capable of managing plan review and/or inspection services for both large and small projects. He has served as Lead Inspector/Plan reviewer for many unique large-scale governmental and private projects including, the Kearns Speed skating Oval, the St Marks Hospital Women's Pavilion, and Micron Campus wafer fabrication building that was, at the time, the largest construction project in the country.

Jason vonWeller

Building Inspector / Combination Commercial and Residential Inspector/ Plans Reviewer

Mr. vonWeller has 18 years of hands-on experience with building inspection. His experience includes general plan development, environmental compliance, disabled access assessment, and economic development. He is at ease working with the general public as well as boards, commissions, and councils. He brings an impressive understanding of building codes and is skilled at communicating difficult and complex code concepts to contractors and working in difficult and adverse atmospheres. Mr. vonWeller's unique experience includes his role as the Regional Manager of Government Relations for the International Code Council from 2004 through 2006. He served as Manager of Program Development for the International Code Council until 2009 when he answered the call of service from the U.S. State Department as City Management Advisor/Operations Officer facilitating the infrastructure construction efforts in Iraq. He has been an integral part of the Forsgren team for the past four years.

In 2009, Forsgren Associates was approached by the City of West Bountiful to provide complex building and electrical inspections of the City's oil refineries. The City concluded that their residential and commercial inspector(s) might not be well-versed enough in the complicated scenarios that often present themselves in the oil refining environment. Since that time, Jason has been Forsgren's lead inspector for the heavy industrial projects in West Bountiful.

Greg Kennard

Building Inspector / Combination Commercial and Residential Inspector/ Plans Reviewer

Mr. Kennard has seven years of building inspection experience. Prior to joining Forsgren, Mr. Kennard worked for Wasatch County Building Department. He is experienced in reviewing, approving plans, working with contractors, and of course residential building inspections.

Bob Fry

Electrical Inspector / Commercial and Residential

Mr. Fry has been part of the Forsgren building inspection and plan review team for the past eight years. Prior to joining Forsgren, Bob was the past inspector responsible for all electrical inspections for Salt Lake City. He offers unique qualifications and expertise in this role. Mr. Fry's current responsibilities are focused on commercial electrical plan reviews and inspections including the recent Hyatt Hotel in Holladay, the Holladay Village mixed use development, and the Millrock high-rise office buildings.

Clarence S. Kemp, P.E., S.E.

Senior Structural Engineer / Building Services Manager

Mr. Kemp has 32 years of civil engineering experience focused primarily on municipal engineering. In fact, Mr. Kemp established Forsgren's Building Department to meet the specific needs of his municipal clients. He has served in the role of city engineer for multiple communities ranging in size from a few to over 35,000 residents. This experience includes direct responsibility for planning, design, and construction of over \$250 million of municipal infrastructure. He has hands-on understanding of the unique issues facing municipalities including long-term maintenance issues, short-term budgeting constraints and understanding the importance of working with the public, both in a public arena and personal settings. Mr. Kemp is currently responsible for the administration of Forsgren Associates' building department.

Craig Rasmussen, P.E., S.E.

Senior Structural Engineer

Mr. Rasmussen has 18 years civil and structural engineering experience in northern Utah including the design, construction, and structural plan review of all types of structures. Mr. Rasmussen has coordinated with clients, managed an office of professional engineers, and worked with both rural and urban communities. Having served for eight years on a City Council and for over 12 years as a City/Town engineer, he is familiar with local government operations and needs. Mr. Rasmussen has worked directly with multiple communities in Utah for many years providing structural plan review services.

Kyle Dana, P.E., S.E.

Senior Project Engineer

Mr. Dana has 17 years of experience providing design and structural plan/peer review services to local

building officials in multiple jurisdictions. Reviews verify plan conformance with adopted building code requirements and are often completed on tight schedules. While completing reviews, he adept at noticing critical structural issues that are best addressed prior to construction. Mr. Dana will be an integral part of providing structural peer review services if/as needed for the Town of Springdale Building Department.

Building Department Experience

Below are a few representative Forsgren building department clients.

- **City of Logan, Utah;** *Support Services - Structural Plan Review, Plan Review*
- **West Bountiful, Utah;** *Support Services - Structural Plan Review, Plan Review – Building Code Inspection focused on refineries and heavy industry.*
- **South Salt Lake City, Utah;** *Support Services – Plan Review and Building Code Inspection*
- **City of Holladay, Utah;** *Chief Building Official - Full Building Department*
- **DFCM, State of Utah;** *Per Project Basis - Building Code Inspection*
- **Hill Air Force Base, Utah;** *Structural Plan Review, Plan Review, Building Code Inspection*
- **Town of Alta, Utah;** *Chief Building Official - Full Building Department*
- **Woods Cross City, Utah;** *Chief Building Official – Full Building Department*
- **Vernal City, Utah,** *Plan Review Services*
- **City of Bluffdale, Utah;** *Support Services - Plan Review, Building Code Inspection*
- **Park City School District, Utah;** *Structural Plan Review, Plan Review, Code Inspection*
- **City of West Bountiful, Utah;** *Support Services - Plan Review, Building Code Inspection*
- **Taylorville City, Utah;** *Support Services - Building Code Inspection*
- **Cache County, Utah;** *Structural Plan Reviews*
- **McKenzie County, North Dakota;** *Chief Building Official – Full Building Department*
- **City of Dickinson, North Dakota;** *Support Services Commercial Plan Reviews*
- **Dunn County, North Dakota;** *Chief Building Official – Full Building Department*
- **Billings County, North Dakota;** *Chief Building Official – Full Building Department*
- **Lincoln County, Wyoming;** *Plan Review, Building Code Inspection*
- **Town of LaBarge, Wyoming;** *Chief Building Official – Full Building Department*

References

Forsgren Associates is proud of the countless projects that we have successfully completed for municipalities over the past 52 years. We are equally proud of the reputation that we have earned and the numerous long-standing relationships that have resulted. Below are a few references that we encourage you to contact.

Reference	Contact / Phone	Forsgren Role
City of Holladay, UT 4707 S Holladay Boulevard Holladay, UT 84117	Paul Allred, Community <i>Development Director</i> Randy Fitts, <i>City Manager</i> (801) 272.9450	City Engineer and Chief Building Official – Structural Plan Review, Plan Review, Code Inspection
City of Taylorville , UT 2600 W. Taylorville Blvd. Taylorville, UT 84219	John Taylor <i>City Manager</i> (801) 963.5400	City Engineer and Code Inspection Support
Hill Air Force Base Housing (Boyer) 90 South 400 West, Suite 200 Salt Lake City, UT 84101	Todd Sorenson (801) 521.4781	Structural Plan Review, Plan Review, Code Inspection
City of South Salt Lake, UT 220 E Morris Ave. South Salt Lake City, UT 84115	Larry Sugars <i>Chief Building Official</i> (801) 243.6304	Building Inspection/Plan Review Support

Reference	Contact / Phone	Forsgren Role
Bluffdale City, UT 14175 South Redwood Road Bluffdale UT 84065	Gai Herbert <i>Building Department Admin.</i> (801) 858.0499	Structural Plan Review, Plan Review, Code Inspection support
Unified Fire Authority 3380 South 900 West, Salt Lake City, UT 84119	Shirl White (801) 747-7236	Partner services with multiple jurisdictions - Structural Plan Review, Plan Review, Code Inspection
Town of Alta, UT 47 South Main Alta, UT 84074	John Guldner <i>Town Administrator</i> (801) 363.5105	Chief Building Official, Structural Plan Review, Plan Review, Code Inspection
Cache County, UT 179 North Main Logan, UT 84321	Paul Berntson <i>Chief Building Official</i> (435) 755.1650	Structural Plan Review
Logan City, UT 290 North 100 West Logan, UT 84321	Paul Taylor <i>Chief Building Official</i> (435) 716.9032	Structural Plan Review, Plan Review
Dunn County, ND 205 Owens Street Manning, ND 58642	Sandy Rohde <i>Planning and Zoning Director</i> (701)573.46098	Chief Building Official, Structural Plan Review, Plan Review, Code Inspection

Approach

We understand the city’s primary need is commercial and complex plan review support services to insure that you maintain a high level of service and responsiveness. Given our current proximity, we would encourage drawing submittals to be transmitted digitally, although paper copy is acceptable if needed.

Our philosophy for a successful building department includes the following elements:

- ❖ ***Accurate and Thorough Plan Reviews and Inspections:*** Our building department staff are experienced and certified in their respective areas of expertise; trained to be accurate, thorough and consistent. We encourage and participate in on-going training and involvement in Utah’s professional societies. **As a result, builders know what is required, cost to the builders and city is reduced, and the public is protected.**
- ❖ ***Adherence to Established Procedures and Protocols:*** Strict adherence to Springdale’s established permitting and inspection procedures is essential. **Our support should be seamless to the public you serve.**
- ❖ ***Courteous and Helpful Relationships with the Public:*** Our inspectors and plan reviewers understand that, in addition to their code enforcement duties, they are also viewed as emissaries of City government to its residents. A helpful attitude, responsive scheduling, prompt plan reviews, and consistent permitting procedures are essential elements to maintaining a positive image in the community. Good communication with the applicant results in better projects without unnecessary cost and frustration.

Turn-around Times

Forsgren is committed to meeting or exceeding the turnaround / response times expected by the City. Our typical plan review turnaround time is less than 10 working days for commercial and 5 working days for residential structures.

Proposed Cost of Services

It is our understanding that the city is currently looking only at plan review services. We would be pleased to provide plan review services on a “percent of fee” (typically 80%) basis . It is our understanding that the Town’s permit fee structure is based on the Uniform Administrative Code (UAC) as is typical of nearly all Utah communities.

Structural peer reviews are typically required of public occupancy and/or multistory structures. Should such reviews be needed, they are typically provided at hourly cost, which cost is then added directly to the permit fee in accordance with the UAC.

We appreciate your time and favorable consideration of this proposal and look forward to the possibility of working with you!

Sincerely,



Clarence S. Kemp, P.E., S.E.
Vice President/ Building Services Manager

cc: *Rudd Conover, Forsgren Associates*
Donzil Worthington, Forsgren Associates